



Broomfield and Kingswood Parish Council

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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 20th June 2016

Present:

Cllr Tina Clark
Cllr Mike Lovell

Cllr Mike Darling (Chairman)
Cllr Peter Page

Cllr Tom Hoy
(5)

Cllr Gill Fort _ Ward Councillor
Gail Gosden – Parish Clerk

There was 5 member of the public in attendance

Apologies for Absence: Cllr Annette Friend – Family Commitments
Cllr Janet Tandy – Other Commitments

There were no declarations of intent to record the meeting

Min No

Action

34 Councillors Declarations (Regarding Agenda Items)

- 34.1 Lobbying
- 34.2 Personal Interest
- 34.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)

There were no declarations

35 Approval of Minutes

35.1 Minutes of the Staff Committee Meeting held 15th April 2016

35.2 Minutes of the Planning Meeting held 18th April 2016

35.3 Minutes of Parish Council Meeting held 18th April 2016

(On completing these minutes the Clerk recognised that she had advised Councillors incorrectly on the accuracy of the above Minutes and with Councillors permission will put these minutes on the next agenda for approval.)

35.4 Minutes of Planning Meeting held 13th May 2016

(i) Amendment: Item 316.1; should show Broomfield & Kingswood Parish Council, not as stated BMPC

35.5 Minutes of the Annual Parish Meeting held 16th May 2016

35.6 Minutes of the Annual Parish Council Meeting held 16th May 2016

35.7 Minutes of the Staff Committee Meeting held 25th May 2016 (closed meeting)

Minutes items 1,2,4,5,6 & 7 were approved as a true record and are retained on file

36 Actions & Outcomes

Items outstanding:- SF22 – Quotes for underground closers for play area gates; SF227 – Quotes for MUGA's; 253.3 – Clerk to write to VHC re concerns; 18 – Clerk to write to emergency services re traffic congestion issues around Leeds Castle events.

Signature _____

Clerk

37 Kent County Council - County Councillor - Maidstone Rural East

Cllr Jenny Whittle – no apologies or report received.

38 Maidstone Borough Council – Ward Councillor

Gill Fort advised that MBC Planning Committee had dealt with the Secretary of State intervention with the Oaklands Planning application correctly.

The JPG and KALC are combining forces for the impending Planning enquiry regarding the MBC Local Plan

39 Policing

Crime figures and Police report by PCSO Maybank–

17th May to 17th June 2016, 6 Crimes reported:

12/06/2016- Gravelly Bottom Road - Criminal Damage (Under £5000); 03/06/2016- Theft- Chestnut Drive; 01/06/2016- Burglary other than dwelling- Elder Close; 31/05/2016- Vehicle interference- Chestnut Drive; 29/05/2016- Theft- Ashford Drive; 26/05/2016- Burglary other than dwelling- Bushy Grove. 4 case of Anti-Social Behaviour reported; 3X– Cayser Drive- Nuisance Vehicle, 1x- Cayser Drive- Nuisance Youths.

Langley- 2x Theft, 1 x Theft from vehicle and 1x Nuisance vehicle
Ulcombe- 2 x Criminal damage

He reported that concerns have been raised due to a gang hanging around, particularly in Charlesford Avenue. Also thefts of flower/planters around the village.

PCSO Maybank advised that his policing area is changing to include Sutton Valence and Langley, which he felt would be beneficial as they were immediately adjacent parishes to B & K.

40 Tall Trees

There was a lengthy discussion regarding the disparity between the valuation of the land at the redundant Tall Trees play area and the offer from the tenants to purchase the land. It was mutually agreed to not pursue the sale and that the tenants would continue to lease the space. Clerk to backdate rent invoices.

41 Finances

41.1 Responsible Finance Officer’s report was read to Councillors; payments were ratified and agreed, report retained on file.

41.2 Bank reconciliations for April & May 2016, were agreed and signed by Cllr Darling

41.3 Councillors resolved that Councillors Darling, Friend & Hoy be included as signatories to authorise online payments.

41.4 Unity Trust Bank – due to the changes of terms and conditions the Clerk had investigated alternate banking facilities, Councillor discussed the limited options and it was resolved to remain with UTB, but to open and transfer excess funds into a deposit account which permitted instant access which will earn 0.2% on amounts between £50 & 100k, which will offset the charges that are to be introduced.

41.5 The Clerk advised of alternate Bank Facilities – Metro Bank – Councillors agreed that this bank could not offer the facilities currently received from UTB and resolved to not pursue this service at this time.

41.6 Alto pre-paid MasterCard – Cllrs agreed to top up the Alto pre-payment card by £250

The meeting was closed at 9pm for refreshments and re-opened at 9.15pm

42 Maidstone Borough Local Plan

42.1 Witness information- The Clerk has received notification from the Independent Programme Officer who will be assisting the Inspector with all aspects of the MBC Local Plan Examination. It has been noted that B& K PC are prepared to be a witness at the forthcoming examination.

42.2 Councillors resolved to contribute to the costs of instructing a professional advisor to act on behalf of the JPG & KALC at the forthcoming Inspection of the MBC Local Plan.

43 Village Maintenance

Signature _____

Clerk

The Clerk reported on comments being received regarding the lack of maintenance of the planters and verges around the parish. Despite requests from various sources only one quote had been received for the grass cutting from Steven Waring who has quoted £425 + VAT to cut and initial clearance, thereafter to cut and clear three weekly £120+VAT. Councillors requested that he be asked to do the initial cut and clearance whilst other quotes are obtained.

Clerk

44

Sports Field

44.1 CCTV – only worked for 2/3 days – camera has now been removed, no obvious signs of vandalism. Temporary CCTV now in place.

44.2 Line Marking – No further information received from football club re alternative products for line marking, Councillors resolved that regular commercial weedkillers could not be used due to the potential harm that could be caused to children and animals.

44.3 Damage caused by Scout Group – letter of apology received, councillors resolved that they would accept the apology from the Redback Scout Leader and would not take any further action, but enable natural regrowth of the woodland. Clerk to respond.

44.4 MUGA Quotes – not received.

44.5 Annual Safety Inspection Report- was discussed by Councillors who noted that whilst modest minor, low risk items needed attention, the Play areas were in good condition.

Clerk

Councillors expressed concern that much of the work requested to be done by the handyman had not been carried out. The Clerk advised that she had tried to contact him but has never received a reply.

Cllr
Darling

45

Bridleway Improvements

The Clerk reported very positive feedback to the extension/improvements to bridleway. With the landowners consent it may be possible to limit vehicular access along the beginning of the bridleway, the Clerk is making further enquiries.

Clerk

46

Summer Outreach programme

The Clerk has received a request for the use of the sports field for an outreach programme for children otherwise unable to reach the services of the Headcorn's Children Centre during the summer holidays. Proposed date: - Tuesday 16th August from 9.30 – 12.30. Councillors were happy to permit the use of the sports field for this purpose.

Clerk

47

Village Hall

47.1 Village Hall Fair – 2nd July – Councillors agreed to offer a donation to the Village Hall Funds of £50 as there were no Councillors available to participate this year due to other commitments.

47.2 Cllr Tandy and Val Clark, Village Hall Chairman have attended a Village Hall Management training session at ACRK

48

Defibrillator Installation

To ratify an agreement to appoint Austin's Electrical to install the defibrillator, as the best value quote and as part of B & K Financial Regulations by employing local tradesmen where possible.

The defibrillator was installed 16/06.

SECAMB has been notified but no acknowledgement received. Councillors decided that this facility could not be advertised until we had received such acknowledgement as the defibrillator could only be accessed once a 999 operator provided the access code.

Cllr Darling requested a letter of thanks be sent to Praba for enabling the installation at his shop in Charlesford Avenue, agreed by all.

Clerk

49

Email Information & Admin details

49.1 Cllr Clark requested that in future when emails are circulated to all councillors that each response is forwarded by 'reply all' so a dialogue between councillors can be carried out when items need general discussion.

49.2 Issue of storage space for retained files – Cllr Clark has become aware of the issue the Clerk is having with storage of archive files and requested that Councillors consider options to reduce the filing requirements currently.

50

Website Provision by KCC

Signature _____

The Clerk has received information that KCC is withdrawing this free service from 1st October; thereafter the charge will be £240 per annum. Following this announcement and complaints about lack of notice KCC have now decided to continue funding PC websites.

51 Transparency Code Policy & Procedures

No information received.

52 Additional Councillors

Councillors accepted that there would be no point in requesting additional councillors until the two vacant positions were filled.

53 Reports

None at this time

54 Any Other Information

54.1 Confirmation received that an election is not required following the resignation of Cllr Baker, co-option permitted.

54.2 Fair Care for Kent – meeting to discuss the opportunities to bring together care and personal service practitioners, to look for ways to support in the community.

54.3 A dog waste bin has gone missing from outside the village hall; this has been reported to MBC by the Clerk. Environmental Health has also been notified that dog waste is still being left on the verge, report nos. 687668 & 681333 refer. MBC advise that dog waste bins are being removed and replaced by dual purpose bins, but as the other dog bins around the parish have not been touched it is unlikely this is the case in Gravelly Bottom Road. Further report reference no 1487261

54.4 Pensioners Outing 2016 – 5th July – 36 people attending – all paid up. Cllr Clark will be accompanying the trip.

54.5 Invitation received from the Mayor to participate in the 100th Anniversary Commemoration of the First Day of the Battle of the Somme, Friday 1st July at Brenchley Gardens.

54.6 KALC Councillors Conference, Thursday 7th July at East Malling.

54.7 SLCC has separated their organisation into two sections to cover the latest legal requirements. There is now the ALCC (Association of Local Council Clerks) which becomes the trade union element of SLCC which had previously been managed under the one umbrella of SLCC.

55 Items for next Meeting's Agenda

(i) Co-option of Councillor

56 Resignation of Deputy Clerk

There were no members of the public remaining in the meeting at this time, otherwise the Clerk would have recommended this item is discussed in closed session.

The resignation of Christine King was discussed. Councillors recommended that the position of Assistant Clerk be advertised at the earliest opportunity.

57 Parish Council Meetings

The next Meeting of the Parish Council will be held on Monday 18th July 2016 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.

There was no further business, Cllr Darling closed the meeting at 22.35pm

Signed _____