



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 21st November 2016

Present:

CLlr Tina Clark
CLlr Annette Friend
CLlr Mike Darling (Chair)
CLlr Tom Hoy
CLlr Gareth Davies
CLlr Paul Milton (6)

Gail Gosden – Parish Clerk

There were no members of the public in attendance

Apologies for Absence:

CLlr Mike Lovell – Family commitments
CLlr Peter Page – Work Commitments
CLlr Janet Tandy – Work Commitments
CLlr Gill Fort – MBC- Family Commitments

There were no declarations of intent to record the meeting; CLlr Darling opened the meeting at 7.30pm.

Min No

Action

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Councillors Declarations (Regarding Agenda Items)

- 1.1 Lobbying
 - 1.2 Personal Interest
 - 1.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
- There were no declarations

Councillor Friend joined the meeting at 7.37pm

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Approval of Minutes

- 167.1 Minutes of the Planning Committee held 17th October 2016
167.2 Minutes of Parish Council Meeting held 17th October 2016
The above minutes were accepted and approved as a true record and signed by CLlr Clark
- 167.3 Minutes of Planning Committee Meeting held 7th November 2016
167.4 Minutes of Sports Field Committee Meeting held 7th November 2016
167.5 Minutes of F & GP Committee Meeting held 7th November 2016
The above minutes were accepted and approved as a true record and signed by CLlr Darling

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Actions & Outcomes

Complete apart from item 118 which is item 178

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Kent County Council - County Councillor - Maidstone Rural East - Jenny Whittle

No apologies or report received,

170

Maidstone Borough Council – Ward Councillor - Gill Fort

Apologies and report received. "The only matter was some fly tipping on Pitt Rd. A resident contacted me as there had been some widespread fly tipping and lots of general litter. I arranged for MBC to remove the majority of the fly tipping however some was left as it was on private land.

Signature _____

MBC are arranging for their enforcement officer to contact the landowner. MBC have also carried out a litter pick. The resident asked if MBC could carry out systemic litter picks however because of cut backs and the low level of usage along this road this is not possible; however they will litter pick on request and keep this under review. “

Policing

171 No apologies or report received

Cllr Davies reported that there was a lot of graffiti around the village and wood area at the moment. Cllrs requested that this is reported to our PCSO as they have certain powers if a person is found carrying aerosol cans.

172 Finances – Clerk

172.1 Responsible Finance Officer’s report was reviewed and payments were ratified and agreed, report retained on file

172.2 Bank reconciliation – October 2016 was agreed and signed by Cllr Clark

172.3 Removal of signatory – Councillors agreed to remove Mike O’Neill as a signatory and the bank mandate was signed by Cllrs Darling and Clark

173 Review of Policies & Procedures

173.1 Review and adoption of Committee Terms of Reference for the following committees were agreed and adopted accordingly:-

Finance Committee

Planning Committee

Sports Field Committee

Staff Committee

173.2 Adoption of Amended Financial Regulations and Risk Assessment were agreed, adopted and signed by the Chairman and Clerk.

174 Meeting dates for 2017

174.1 Councillors Agreed unanimously to cancel the December meeting

174.2 Dates for 2017 were agreed, apart from 17th April due to the meeting date falling on Easter Monday. The Clerk was requested to obtain alternative dates for this meeting.

175 Website Provision

Cllr Friend reported that she had reviewed the KCC website provision and agreed with the Clerk that it was an extremely difficult site to navigate and therefore had been unable to assist with managing the website.

The Clerk is attending another website training session on Friday 2nd December in a final attempt to understand the requirements of this site.

It was agreed if this next session proved to be unhelpful the PC would have to look for an alternate provision.

176 Neighbourhood Plan

The Clerk confirmed that she had forwarded a memory stick containing files from NP as had been requested to DWP Solicitors. Receipt has been acknowledged.

There was a brief recess for refreshments at 8.15, the meeting was re-opened at 8.41pm.

177 Sports Field

The Clerk has written to scout group re the decision to go with no broadband CCTV, but has not received a reply to date.

An email has been received from MBC confirming that the strategy for match funding for ‘strategically important play areas’ is still in the proposal stage, therefore it is not anticipated that adoption of the proposal will happen until the new financial year, having originally been planned for early 2017.

Signed _____

Clerk

Councillors requested the Clerk to write to Rob Reader and request a meeting to discuss their concerns regarding the lack of information for work carried out to date.

Cllr Davies informed the meeting that he had spoken to an adult who he found using the play equipment inappropriately, asking the person to desist, which they did.

Clerk

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Archive & Storage Solutions

NALC have updated their Legal Topic Notes in November for 'Local Councils' Documents & Records', the information within is far clearer and includes a table showing requirements for document retention, what it does not demonstrate is any alternatives to archive documents previously held by the County Council and makes no reference to cloud storage in particular.

Cllr Darling had researched storage solutions for documents that could be stored electronically and recommended Office 365. He would obtain the costs for the next meeting

Cllr Darling

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Parish Council Office Provision

Following discussion Councillors accepted that there are no facilities available currently to enable a Parish Council Office to be established outside of the Clerks home (as currently happens), therefore they requested the Clerk to write to the Village Hall Committee to request an opportunity to discuss the provision of a Parish Council office at the Village Hall by the way of an extension, as it had been recently announced that up to 50% contributions are available for Village Halls to extend their premises, this would seem an ideal moment.

Clerk

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Parish News

Cllr Clark has successfully completed the Parish News Winter edition and this will go to the printers this week ready for distribution early next week. She also advised that she would be unable to continue to be the editor as she now realised that it was far more time consuming than expected.

Councillors agreed this needed to be discussed and agreed this should be an agenda item for January, also, that there should be a survey of residents to decide if the Parish News should continue in its current format.

Clerk

The Clerk advised that as part of the revised NALC storage recommendations there is reference to the need to forward copies of any published works to the British Library Board (Legal Deposit Libraries Act 2003) at our own expense. The Clerk would do this as part of the Parish News distribution arrangements

Clerk

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Reports

181.1 Police Forum Report – 26th October – Cllr Davies. Report previously circulated and retained on file.

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Any Other Information

182.1 The role of MBC Parish Liaison Officer is coming to an end in December

182.2 Maidstone & District NHW AGM is being held on Wednesday, 23rd November at 7pm.

182.3 Porchlight – supporting the homeless – request for donation – Councillors agreed that a donation should be agreed at the next PC meeting

Clerk

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Items for next Meeting's Agenda

- i) Community Communications
- ii) Porchlight Donation
- iii) Archive & Storage – Office 365

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Parish Council Meetings

The next Meeting of the Parish Council will be held on Monday 16th January 2017 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.

There was no further business, Cllr Darling closed the meeting at 9.55pm

Signed _____

DRAFT