



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.
Monday 17th June 2013.

Present:

Cllr Terry Baker (Chairman) Cllr Christina Clark
Cllr Mike O’Niell Cllr Peter Page (4)
Mrs G Gosden – Parish Clerk & Responsible Financial Officer

There was one member of the public present.

Cllr Baker opened the meeting at 7.30pm

Apologies for Absence:

Cllr P Beaney – Family commitments
Cllr P Forster – Work Commitments
Cllr J Whittle – Family Commitments
Mike Evans – Neighbourhood Watch
PCSO Kirby – Personal Commitments

Min No		Action
46	Councillors Declarations (Regarding Agenda Items) There were no declaration	
47	Minutes of the Parish Council Meeting held 20th May 2013 Councillors resolved to accept these minutes as a true record, signed by Cllr Baker	
48	Minutes of the Annual Parish Meeting held 20th May 2013 Councillors resolved to accept these minutes as a true record, signed by Cllr Baker	
49	Minutes of the Parish Council Planning Meeting held 20th May 2013 Councillors resolved to accept these minutes as a true record, signed by Cllr Baker	
50	Minutes of Sports Field Meeting held 3rd June 2013 Councillors resolved to accept these minutes as a true record, signed by Cllr Baker	
51	Minutes of Planning meeting held 3rd June 2013	Signed _____

Councillors resolved to accept these minutes as a true record, signed by Cllr Baker

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Minutes of Finance & General Purposes Meeting held 3rd June 2013

Clerk advised that she had inadvertently recorded Cllr West as attending when it was Cllr T Clark. Minutes amended accordingly.

Councillors resolved to accept these minutes as a true record, signed by Cllr Baker

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Actions & Outcomes

Min. No. 34 – **Use of Sports Field** - PC insurers stated that if Councilors approve the use of the field and there is a valid insurance certificate it is entirely their decision whether or not KMCF can use the sports field. The Clerk has emailed KMCF regarding use of Sports Field for business activities due to the insurance document provided is out of date. Clerk has not written to the Scout Group at this time until the matter of the insurance cover is resolved.

Min. No. 35 – **Vegetation clearance**- the Clerk had requested advice from footpaths officer, Norman King regarding the most appropriate public rights of way that should take precedence for maintenance by KCC. His response was inconclusive in recommending specific routes; his suggestion is that in most cases walkers themselves can clear stray branches as they walk.

54

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

Apologies received. Cllr Whittle reported that she is making enquiries regarding the quoted costs of the Speed Indicator Devices (SID's) which appear to have increased in price significantly. Cllr Whittle has also put in an application to fund 100% a No HGV sign at Broomfield Road on the A20 from the Harrietsham direction. She will continue to chase the NP funding which has still not been received.

55

Maidstone Borough Council - Leeds Ward Councillor, Peter Parvin

No report received

56

Policing

(i) **Crime figures and Police report** - PCSO Kirby, apologies received but report forwarded. 29-30/05/13 - Theft from Motor Vehicle, Laurel Grove, 26/05/13 - Criminal Damage, Cayser Drive, 21/05/13- Criminal Damage, Ashford Drive; Sutton Valence - Criminal Damage 1, Theft From Motor Vehicle 1; Langley -Theft Of Motor Vehicle 1; Leeds - Theft 1; Ulcombe - Theft 1, Criminal Damage 1

PCSO Kirby advised that complaints are still being received about by football being played in a village cul-de-sac. PCSO Kirby advises that in itself there is no offence in playing football, if damage has been caused the police have complied with the wishes of the resident affected which was for the children concerned to be spoken to rather than formal proceeding. Other residents have been spoken to and have not requested any action to be taken. Councillors resolved that the Clerk should write to any concerned residents informing of the advice received from PCSO Kirby.

(ii) **Neighbourhood Watch** – Mike Evans reported a house break-in – Broomfield. Very quiet otherwise therefore nothing further to report.

Signed _____

Clerk

57

Finances

57.1 **Responsible Finance Officer's report** was read to Councilors and retained on file, the following items were resolved:-

- (i) Councillors unanimously resolved that payments are agreed/ratified
- (ii) Councillors unanimously resolved that the Clerk should purchase the latest edition of Charles Arnold-Baker
- (iii) Councillors unanimously resolved to delay signing Parish Service Scheme Funding Agreement until after the KALC meeting on 19th June.

57.2 **Bank accounts** - Following the recent F & GP meeting, Councillors raised questions as a consequence of the downgrading of the Co-op Bank with whom this PC banks. Advice from KALC is not to panic, whilst our money is not safeguarded as personal accounts are, the bank is being supported financially within its own company. It is however recommended to make changes and spread finances across more than one organisation. At the time of changing bank accounts Unity Bank was a very close second to the Co-op but does not offer the savings/bond accounts of the Co-op therefore there is no chance of increasing savings from the outstanding balance of the account.

After discussion Councillors agreed unanimously that the bank balance should be split between two bank accounts. The Nat West account should be closed and the alternative bank for day to day banking should be Unity Trust Bank.

57.3 **Staff costs** – Clerks Wages £1117.99, HMRC £251.21 = £1,369.20. Councilors do not require this item to be on future agendas.

Clerk

Clerk

58

Neighbourhood Plan (NP)

Cllr Baker reported the contract to carry out the NP was agreed and signed with Designscape at the meeting on the 3rd June. The contract is in three parts enabling termination of contract if necessary. There has already been an inaugural meeting with Designscape, MBC and representatives from the NP Steering Group which was extremely positive. Another application for funding has been submitted a reply is awaited. The next meetings of the Steering Group are Tuesday 18th June and 9th July.

59

Future Annual Parish Meetings

Cllr Baker expressed concern that the APM continues to be badly attended by residents and clubs alike, this should be the most informative and interesting part of the parish council's calendar each year. Councilors discussed several options which include:-

- (i) Holding the meeting on a Saturday either during or just after the Coffee Shop
- (ii) Having all reports printed into a Village News format and delivered prior to the APM (Tried previously and was successful apart from the cost)
- (iii) Making it far more of a social event
- (iv) Clubs & societies to have stands/displays

It was agreed that changes needed to be made and this should be an agenda item for January 2014.

Clerk

60

Sports Field

60.1 The Clerk has spoken with Steven Waring about the grass cutting, and it has been recommended that as last year, whilst the grass is growing so quickly the cuts should increase to every two weeks and revert to three weekly when the growing season slows down. Councilors unanimously agreed to Mr Waring using his discretion when cutting the grass

Signed _____

60.2 The Clerk has arranged with Phil Tweddell to carry out some repairs at the Sports Field, but the Clerk will need to make enquiries about the gates into the play areas as they are not functioning as they should.

Clerk

60.3 The Clerk has spoken with the PC Insurers, Came & Co, who has advised that if Councilors are happy with the Insurance cover of the company wishing to use the field it is entirely their choice whether to allow KMCF the use of the field. However the Clerk has noted that the certificate of insurance provided is out of date and has emailed KMCF requesting an up to date copy. (see item 53)

Clerk

61

Website

Apologies received. The Clerk reported that the website continues to grow and is updated regularly. Work towards a unique banner continues to enable the home page to have more space for editorial.

62

Roads & Pavements

62.1 Parking Concerns – The Clerk continues to receive complaints about the parking problems in the school area at the beginning and end of the school day. Councillors agreed that parking is causing concern and requested the Clerk to obtain advice from KCC Highways whether there is any action that can be taken.

Clerk

62.2 Traffic Calming – Cllr Whittle is supporting the PC application for an interactive road sign for the Lenham Road and a lorry sign on the A20 (see Councillor Whittles report) however the latest estimates received from KCC Highways has increased the cost of the interactive sign for Lenham Road from £4k to £7k. Cllr Whittle is looking into why there is such a significant increase.

62.3 Salt Bins – a resident has requested installation of a salt bin in her cul-de-sac of Wildwood Close. After discussion Councillors concluded that it would be unlikely that KCC would provide salt bins for individuals.

62.4 Environmental Services – There have been many reports to the Clerk about the lack of grass cutting of verges around the village. John Edwards, Environmental Services, MBC has informed the Clerk that there has been an error in the cutting programme which has now been rectified and has assured the Clerk that the areas that have been missed will be cut within two weeks. It was agreed that a meeting with John Edwards should be arranged in the villages to discuss the cutting around the parish which is inadequate with vast swathes being left uncut.

Clerk

Cllr O’Niell reported that some hedges around the parish are now so overgrown that they are covering road signs. The Clerk was requested to write to residents advising of their legal requirement to not obstruct the footpaths.

Clerk

Cllr Baker suggested that the Clerk make enquiries into the costs of hiring an ‘odd job man’.

Clerk

63

Committee and External Organisation Memberships

It was agreed to carry over this item to a future meeting when the vacant Councillor positions were hopefully filled.

64

Village Hall Fair – 6th July

It was agreed that this item would be discussed at the NP Meeting on Tuesday 18th June as the Parish Council are using the opportunity of the fair to publicise the Neighbourhood Plan.

65

Signed _____

Reports

There were no reports received.

66

Items for next Meeting's Agenda

- (i) Garden Club scheme – Cllr Clark

67

Any Other Information

67.1 Planning Outcomes:-

- (i) Orchard Farm Nursery, Chartway Street, application for a change of use of land at to use as a residential caravan site - Approved
- (ii) East Lodge, Lenham Road, TPO works - Approved
- (iii) Koban House, GBR, Roof extension to outbuilding – Approved
- (iv) Rosemary, Chartway Street, replacement cabin - Approved

67.2 The Pensioners outing takes place on Tuesday 25th June to Windsor.

67.3 The Police Forum is on 4th July at Headcorn, Cllr O'Niell & Mike Evans are attending.

The next full Meeting of the Parish Council will be held on Monday 15th July 2013 at The Village Hall, Gravelly Bottom Road, Kingswood at 7:30pm.

There was no further business, Cllr Baker closed the meeting at 9.20pm

Signed _____ Chairman