



# 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 18<sup>th</sup> March 2013.

### Present:

Cllr Terry Baker (Chairman)  
Cllr Mike Evans

Cllr Christina Clark\*  
Cllr O'Niell

(5)

Cllr Peter Corfield

Mrs G Gosden – Parish Clerk & Responsible Financial Officer

Cllr Jenny Whittle – Kent County Council

There were no members of the public present.

Cllr Baker opened the meeting at 7.30pm

### Apologies for Absence:

Cllr Paul Beaney – Illness  
Cllr Peter Forster – Work Commitments  
Cllr Peter Page – Family Commitments

Min No		Action
282	<p><b>Co-option of Councillor</b></p> <p>Mrs Christina Clark had put herself forward for Co-option and had attended the previous two Parish Council meetings. Councillors unanimously resolved to co-opt Mrs Clark. Cllr Clark* signed the Declaration of Acceptance of Office, witnessed by the Chairman. Cllr Baker welcomed Cllr Clark to the Parish team, Clerk to inform MBC Registration Officer accordingly. Clerk reported that the Council, now has 9 Members and is therefore now up to full strength. Website will be updated accordingly.</p>	Clerk
283	<p><b>Councillors Declarations (Regarding Agenda Items)</b></p> <p>There were no declarations</p>	
284	<p><b>Minutes of the Parish Council Meeting held 18<sup>th</sup> February 2013</b></p> <p>Councillors resolved that these minutes be accepted as a true record, signed by Cllr Baker.</p>	
285	<p><b>Minutes of the Parish Council Planning Committee Meeting held 18<sup>th</sup> February 2013</b></p> <p>Councillors resolved that these minutes be accepted as a true record, signed by Cllr Baker.</p>	
286	<p><b>Actions &amp; Outcomes</b></p> <p>The following items had not yet been completed:- Review Kent Minerals &amp; Waste report &amp; Affordable Local Needs Housing report</p>	Cllrs Evans & Page
287	<p><b>Kent County Council - County Councillor, Jenny Whittle, Maidstone Rural East</b></p> <p>Signed _____</p>	

Cllr Whittle reported that a local resident had complained about the Swadelands School bus service drop off and collection point which had changed with a new contractor. Cllr Whittle has contacted the department responsible for school transport and is asking for the bus point to revert to the original location.

Cllr Whittle attended a meeting about broadband at Leeds Castle, she thanked Cllr Corfield who has carried out a lot of the inaugural work and has laid strong foundations towards reaching the objective of better broadband for rural communities.

Cllr Whittle attended the public meeting regarding the proposal to build 5,000 houses at Otham, Langley & Leeds.

KCC are in discussions with MBC re Integrated Transport, there is a suggestion that a bus lane may be introduced in Sutton Road.

Cllr Whittle pledges to support this parish with better signage from the A20 to prevent HGV's accessing Broomfield Road if she is reelected in May.

**288 Maidstone Borough Council - Leeds Ward Councillor, Peter Parvin**

No report.

**289 Policing**

**289.1 Crime figures and Police report - PCSO Kirby**

Crime figures from Jan/Feb-Kingswood, 30-31/01/13, Theft - Chartway Street, 30/01/13-Criminal Damage, Cayser Drive; East Sutton - Burglary other than dwelling 1, Criminal damage 1; Sutton Valence - Burglary 2, Theft from motor vehicle 1, Criminal damage 1; Leeds - Burglary other than dwelling 1, Theft of motor vehicle 1, Criminal damage 2, Theft 1. "I have been visiting the sports field during half term" (*received after the last meeting*)

Crime figures from Feb/Mar - Kingswood, 07/03/13 - Criminal Damage, Cayser Drive, 07/03/13 - Criminal Damage, Ashford Drive, 28/02-04/03/13, Attempt Burglary Other Than Dwelling, Lower Street, Broomfield, 28/02-01/03/13, Burglary Other Than Dwelling, Cayser Drive, 23-24/02/13, Burglary Other Than Dwelling, Ivy Close, 20-22/02/13, Burglary, Laurel Grove; East Sutton - Criminal damage 1; Sutton Valence - Making off without payment 1, Theft of motor vehicle 1, Burglary 4; Leeds - Criminal damage 2.

PCSO Kirby advised that recruitment for additional PCSO is in progress and therefore hopes that his area of responsibility will be returned to the original four parishes soon.

PCSO Kirby was asked to consider recommendations for traffic calming around the village in readiness of a meeting with KCC Highways in April.

**PCSO Kirby**

289.2 Cllr Mike O'Niell raised on-going concerns regarding the manner of people parking around the primary school in the mornings and afternoons and requested that PCSO Kirby and team approach parents and advise them accordingly.

**PCSO Kirby**

**290 Finances**

290.1 Responsible Finance Officer's report was read to Councilors and retained on file. Payments were agreed.

290.2 Bank reconciliation for February 2013 was agreed and signed by Cllr Baker

290.3 Staff costs – report circulated and agreed

290.4 Clerks Pay Review – report circulated; Cllr Evans proposed that the recommendations made by the staff committee are agreed, seconded by Cllr Corfield and agreed by all.

290.5 Annual Financial Review – reports circulated

Cllr O'Niell proposed acceptance of the reviewed Statement of Internal Control, seconded by Cllr Corfield and agreed by all.

Cllr Corfield proposed acceptance of the reviewed Financial Regulations, seconded by Cllr O'Niell and agreed by all.

Signed \_\_\_\_\_

Cllr O’Niell proposed acceptance of the reviewed Risk Assessment, seconded by Cllr Corfield and agreed by all.

290.6 Pensioners Trip – has been organized for the 25<sup>th</sup> June to Windsor for a river trip which includes lunch. Each participant will be asked for a contribution of £10.00 towards the cost. Councilors agreed that the payment of £10 deposit secures a place on the trip on a first come first serve basis. Clerk advised that Mary Poulton is happy to help manage the administration of the trip

Clerk

**291 Annual Parish Meeting 20<sup>th</sup> May 2013**

Cllrs discussed and decided that they would like to invite a speaker to the meeting. A list of potential speakers was compiled for the Clerk to approach.

Clerk

**292 Super-Fast Broadband**

Efforts to improve broadband had been initiated by John Cobbett, writing to Hugh Robertson who had promised to look into the matter. He had written to the CEO of BT to ask for the issues raised at the meeting at Leeds Castle. Unfortunately, this had been arranged by Leeds Castle without Cllr Corfield’s knowledge so he had not been present. However, a summary of what was discussed was received from Hugh Robertson.

A further approach to the problem was being studied together with the other 2 parishes looking at working with CallFlow wireless broadband, potentially siting a transmitter on the downs above Hollingbourne receiving signals from Boughton Malherbe. The costings looked as though they might work, involving the three parishes sharing the initial costs. More work was being carried out on this idea and Cllr Corfield would report back at the next meeting.

Cllr Corfield is attending a meeting in Sevenoaks on 25<sup>th</sup> March re the KCC proposals to roll out faster broadband across the county.

Cllr Corfield

**293 Neighbourhood Plan**

Cllr Baker advised that the Edmed family have given their approval for limited development on the ‘Triangle Field’ between Chartway Street, Duckpond Lane and Gravelly Bottom Road. Mr. Nigel Edmed had attended the last NP meeting. Michael Murphy, MBC had had to cancel attending the last meeting but will now be attending on 16<sup>th</sup> April. The job of obtaining quotes for the plan is now in hand.

MBC had appealed to the public for sites for development and two sites within this parish were identified.

**294 Recreation and Sports Field**

294.1 Annual RoSPA safety check is booked with Playdale for the first week of July.

**295 Village News**

Councillors were advised of the many compliments received about the new look parish news. Cllr Baker recommended that there is another page for small advertisements which was agreed. It was also agreed that the Parish Council Annual Report would be included in the next edition in May/June.

**296 Website**

Cllr Beaney – apologies received. Councilors agreed that Cllr Beaney could go ahead and organize the design of a unique banner heading for the website which would enable more room for text on the home page. There have been 629 hits on the website since January.

Cllr Beaney

**297 Emails**

KALC have recommended that a system should be adopted to enable the Clerk to manage the distribution of emails. Cllr Evans proposed that the draft Terms of Reference that has been circulated by the Clerk, regarding the circulation of emails is adopted by the Parish Council, seconded by Cllr Baker and agreed by all.

**298 Noticeboard**

Signed \_\_\_\_\_

The notice board is scheduled to be installed outside the Cayser Drive shops on Friday 22/03, having received all tenants' consents.

**299 Traffic Calming**

A meeting has been arranged with Ben Hilden, KCC Highways to discuss traffic calming measures around the parish on 4<sup>th</sup> April. Cllrs Baker, Corfield, Evans & O'Niell are attending.

**Cllrs Baker,  
Corfield,  
Evans &  
O'Niell**

**300 Planning Outcomes**

300.1 MA/12/1875- Kingswood Primary School, Cayser Drive – Creation of 9 new parking spaces – withdrawn

300.2 MA/12/2151 – Leeds Castle – Change of use of land to Glamping site – approved.

Planning meeting 9<sup>th</sup> April for the following applications:-

- (i) MA/13/0134 – 68 Charlesford Avenue – retrospective application for installation of a satellite dish.
- (ii) MA/13/0353 – 19 Charlesford Avenue – loft conversion including front dormer and rear roof lights.

**301 Reports**

Report on Garden Development meeting on Thursday 14<sup>th</sup> March – Cllr Baker

Reports retained on file

**302 Items for next Meeting's Agenda**

- (i) Neighbourhood Watch Expenses

**303 Any Other Information**

303.1 Kent Highways will be carrying out road works in both parts of GBR and in Chartway Street soon. The Clerk has asked why the large potholes in Broomfield Road have never been repaired despite two work orders being submitted.

303.2 Speed Watch training, Kent Police College on 20<sup>th</sup> April. Cllr Forster now unable to attend.

303.3 Email received from Scout group re the refurbishment of the scout hut.

303.4 Email received advising of new contract being signed by KCC to roll out faster broadband to 95% of the county. There is a meeting on 25/03 at Sevenoaks to discuss how this will be delivered.

**304 Parish Council Meetings**

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

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

Signed

Chairman