



# 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 21<sup>st</sup> August 2017

### Present:

Cllr Tina Clark (Chair)	Cllr Gareth Davies	Cllr Annette Friend	Cllr Tom Hoy
Cllr Steven Lakin*	Cllr Mike Lovell	Cllr Paul Milton	Cllr Janet Tandy (8)

Gail Gosden – Parish Clerk  
 Cllr Shellina Prendergast – KCC  
 Cllr Gill Fort - MBC

There was one members of the public present.

There were no declarations of intent to record the meeting by either Councillors or members of the public.

Cllr Clark opened the meeting at 7.30pm.

Min No	Action
86	
<p><b>Apologies for Absence</b>            Peter Page – family commitments.</p>	
87	
<p><b>Councillors Declarations (Regarding Agenda Items)</b>            87.1 Lobbying            87.2 Personal Interest            87.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)</p>	
88	
<p><b>Co-option of Councillor*</b>            Having attended 3 previous meetings and having provided the required statement of suitability for office, Steven Lakin had declared an interest in being co-opted to the parish council. Cllr Lovell proposed that Steven Lakin be co-opted, seconded by Cllr Tandy and unanimously agreed by all.            Steven Lakin then signed the Acceptance of Office, which was countersigned by the Chairman. The Notification of Disclosable Pecuniary Interests is to be completed by the next PC Meeting on 18<sup>th</sup> September.            Cllr Lakin was welcomed and invited to join the meeting.</p>	
89	
<p><b>Kent County Council - County Councillor - Maidstone Rural East</b> – Shellina Prendergast            Cllr Prendergast re-iterated her intention to attend PC Meetings as often as possible given her extensive commitments as both KCC &amp; MBC councillor. She would always maintain contact with the Clerk and make herself available whenever required.</p> <p>The residents at Ulcombe will be holding a public meeting on 24 August regarding the planning application 17/503284 for erection of greenhouses, storage, reservoir and drainage works at Church Farm, Ulcombe Hill.</p> <p style="text-align: right;"><b>Signed</b> _____</p>	

Cllr Prendergast queried why KCC Highways could not accommodate additional signage to notify road users in Broomfield Road of the restricted width. The Clerk advised that she had seen such a notice in a neighbouring parish and intended to forward a photo to KCC.

Leeds/Langley Relief Road (LLRR) – Cllr Prendergast reported that KCC & MBC were in agreement regarding the need for the LLRR and would apply for the new government highways grant as current S106 funds were already committed to alternate road improvements in the borough.

A question was raised about the potential oversubscription of children to Kingswood Primary School in September 2018. Cllr Prendergast advised councillors to contact the Executive Head of School Emma Hickling. KCC were already anticipating a significant oversubscription for primary school places across the county for 2018.

Cllrs resolved that the Clerk write to Ms Hickling & Cllr Prendergast with these concerns, this was agreed unanimously.

**Clerk**

**90 Maidstone Borough Council – Ward Councillor - Gill Fort**

Cllr Fort advised the proposal for Adoption of the Maidstone Play Strategy to match fund to £10k for improving any strategically important play areas is due before committee in September.

*Cllrs Prendergast & Fort left the meeting at 8.05pm*

**91 Policing**

91.1 Crime figures and Police report – as previously advised crime figures & reports will not be received in future. The Clerk had checked the Kent Police website for this information to discover that the data is at least 3 months out of date and applies to the ward not the parish. Cllrs requested this is included on the next Police Forum agenda. Cllrs Lovell & Lakin will attend on 20 September at Maidstone Police Station. The PCSO is currently on holiday.

(ii) Email received re local crime requesting more intervention from the Parish Council and Kent Police, the Clerk has replied.

91.2 Neighbourhood Watch Coordinator - Cllr Lakin confirmed that he had spoken to the area NHW organiser at the 'Coffee Shop', but has heard nothing further. Clerk was requested to make further enquiries.

**Clerk  
Cllrs  
Lovell  
&  
Lakin**

**Clerk**

**92 Approval of Minutes**

92.1 Minutes of the Planning Committee Meeting held 17<sup>th</sup> July 2017

92.2 Minutes of Parish Council Meeting held 17<sup>th</sup> July 2017

*The minutes were unanimously agreed as a true record and were signed by Cllr Clark*

**93 Actions & Outcomes**

Nothing outstanding

**94 Finances**

94.1 Responsible Finance Officer's report was read, agreed and retained on file.

94.2 Bank reconciliation – July 2017 was approved and signed by Cllr Tandy

94.3 Completion of Annual Return 2016/17 has been received from PKF Littlejohn, it was noted that the figures would need to be restated in the 2017/18 annual return due to an incorrect entry, the bank reconciliation is correct.

94.4 Parish Service Scheme review – Cllrs requested the Clerk to complete the review.

94.5 Telephone & Broadband provider – councillors unanimously resolved to change the

**Clerk**

**Signed** \_\_\_\_\_

service provider to XLN despite there being a short period remaining in the current BT contract.  
94.6 Bank provision – Councillors agreed unanimously to apply to Nationwide for savings accounts and to close the Co-operative account when completed.

**Clerk**

**Clerk**

**95**

### **Sports Field (SF)**

95.1 To determine contractor for play installation.

Three providers had been approached to supply a quote for their project management services, only one quote had been received. Councillors discussed the quote and resolved that Craigdene are asked to design and project manage further play equipment installations.

**Clerk**

95.2 A Request has been received from another football team to use sports field on Sunday afternoons for training and league matches. Councillors discussed and resolved that the field could not be used by another team due to grounds not being of adequate quality to endure two teams use and that it would potentially reduce access for residents using the play facilities on Sundays.

**Clerk**

95.3 The weekly inspection noted that the basket swings in the play area are splitting – replacement costs from Playdale £305.88, they are only guaranteed for 3 years. Councillors requested the Clerk research alternative suppliers but remove the basket swings in the meanwhile.

**Clerk**

95.4 MBC rubbish sacks are useless very thin, will trial lining them with more robust bags

95.5 The handy man has cut the Permissive footpath to the SF

95.6 Complaint has been received regarding a dog not being kept under control at the SF

95.7 Councillors agreed that the bins should be moved;- to the picnic area and to the exit point at the rear of the sports field.

**h/man**

95.8 The handyman requires an electric and water supply to clean the fences of the play area. Councillors proposed the scouts be asked if the handyman could use the scout hut facilities and the PC would make a donation for the costs of the use.

**Clerk**

**96**

### **Communications & Emails.**

To discuss & determine the forwarding of information via email.

The Minutes from 21 Jan 2013 record a decision by Councillors that the Clerk should filter emails to forward to Councillors to be relevant to Broomfield and Kingswood Parish Council business. Councillors resolved unanimously that the Clerk should continue to do this.

**97**

### **Fireworks at Sports Field**

Cllr Friend has been approached by Kingswood Primary School PTA asking if they could hold a public firework display/party at the sports field. Councillors discussed and concluded that the sports field was not a suitable venue for a public firework party, the ground was of insufficient size to safeguard members of the public, there would be potential damage to the grounds from fireworks and bonfires, it would put neighbouring woodland at risk, neighbours and their pets could be affected, limiting access would be impossible and the parking facility was not adequate.

**98**

### **Village Maintenance**

98.1 Planter maintenance – Cllr Clark thanked Mrs Lakin for her work on the village planters, Councillors commented how much better they looked now.

98.2 Dog Fouling – the Clerk advised that CCTV footage of a female allowing her dog to foul the footpath has been received. Councillors discussed and agreed that Cllr Tandy should put an item on the local Swap & Shop Facebook page and the Clerk would speak to the PCSO about using the footage for evidence. The MBC dog warden has been notified.

**Cllr  
Tandy**

98.3 Bridleway KH642 Charlesford Avenue to Chegworth Road. PRoW have cleared part of this

**Signed** \_\_\_\_\_

route recently although there have been complaints about tree stumps remaining. It has also been brought to KCC's attention the condition of the bridleway with deep rutting although there have been no complaints received from horse riders. Clerk will be meeting with Prow Officer and landowner in the near future.

*Cllr Lakin left the meeting at 9.50 due to early morning work commitments.*

**99 Village Hall**

Pre-school extension & Parish Council Office facility – the PC representative had been unable to attend the recent VH committee meeting, therefore additional information being sought by the PC has not been received. Councillors requested the Clerk to write to the VH committee members for an update on their position and commitment towards an extension for both pre-school and PC office.

*Cllr Lovell left the meeting at 9.57 due to family commitments.*

**100 Parish News**

Christmas edition – request from Kingswood Church for a quote for a two page spread in the Christmas edition of the Parish News. Councillors discussed and agreed an amount for the church to contribute towards the cost of colour printing. Cllrs requested that the Christmas edition is circulated before the end of November.

**101 Reports**

No reports

**102 Any Other Information**

102.1 KCC Consultation on Public Rights of Way – circulated to Cllrs.

102.2 Cllrs were reminded of meeting protocols re apologies and leaving a meeting whilst in progress.

102.3 The sale of a property at Peter Pease Close is going ahead without fulfilling the S106 criteria despite it being an exceptions site. The property will still remain as an affordable home for futures sales and purchases.

102.4 There has been further management changes at Orbit Housing Association, the leasehold officer remains the same for new tenancies, however all other issues will be dealt with by appropriate specific team leaders i.e. anti-social behaviour team, etc.

102.5 Clerk has reported the broken street sign at Cayser Drive and re-reported the missing sign at Charlesford Avenue.

102.6 Following enquiries for additional width limitation signage for Broomfield Road, KCC Highways has advised "it has done all we can at this junction. As suggested, there is no such information sign to advise that the road ahead is narrow and the fact that we have already got the "unsuitable for HGV" signs up should be enough to deter the larger vehicles. However, as we discussed, they will always be ignored and the road is still open to HGV's for access only."

102.7 Still waiting for KCC Highways to provide estimates for dropped kerbs around Kingswood, particularly near the shop.

102.8 Dynamic Councillor Training – Saturday 7<sup>th</sup> October at Downswood.

102.9 LENHAM ROAD, ULCOMBE - Gravelly Bottom Road to Chegworth Road - 07:30 to 19:30hrs for up to 2 days, Alternative route via Chegworth Road, A20 Ashford Road, Willington Street, Sutton Road, Maidstone Road and Chartway Street, (And vice versa) Date to be confirmed.

**Signed** \_\_\_\_\_

**Clerk**

**Clerk**

- 102.10 Chairmanship Information Day, Elham Village Hall 23 September 2017, Cllr Clark will be attending.
- 102.11 70th Annual Meeting Of The Kent Association of Local Councils, Ditton Community Centre, 18 November 2017
- 102.12 Data Protection update training – Wednesday 23/08 – Clerk attending
- 102.13 Clerks Annual Conference – KALC at Canterbury 14/09 – Clerk attending.

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

None

**104 Parish Council Meetings**

**The next Meeting of the Parish Council will be held on Monday 18<sup>th</sup> September 2017 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.**

There was no further business Cllr Clark closed the meeting at 10.23pm

**Signed** \_\_\_\_\_