



# 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 15<sup>th</sup> January 2017

### Present:

Cllr Clark (Chair); Cllr Mike Darling; Cllr Gareth Davies; Cllr Annette Friend;  
Cllr Tom Hoy; Cllr Steve Lakin; Cllr Janet Tandy (7)

There were two members of the public present.

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

Due to the absence of the Clerk, the minutes were taken by the Cllr Clark and then typed by the Clerk.

Cllr Clark opened the meeting at 7.45pm.

### Min No

### Action

206

#### Apologies for Absence

Cllr Peter Page – Work commitments  
Cllr Paul Milton – Illness  
Cllr Shellina Prendergast – KCC – Other commitments.  
Gail Gosden – Clerk – Illness.

207

#### Councillors Declarations (Regarding Agenda Items)

207.1 Lobbying  
207.2 Personal Interest  
207.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)  
There were no declarations.

208

**Kent County Council - County Councillor - Maidstone Rural East – Shelina Prendergast – Apologies received – no report.**

209

#### Maidstone Borough Council – Ward Councillor

Cllr Gill Fort reported that MBC were setting the budgets and that cut backs were needed and will probably affect the council tax for 2018/19.  
Jennifer Shepherd will be running the play equipment scheme at MBC, Cllr Fort will notify the Clerk as soon as the decision to release the grant funding is available.  
Cllr Darling raised the issue of councillors on the planning committee abstaining when voting on decisions. Cllr Fort advised that this had been discussed by the committee but no changes to the procedure would be made at this time.

210

#### Policing

Crime figures

Signed \_\_\_\_\_

(1) Between 4:30pm on Monday 11th of December and 9:00am on Tuesday 12th of December in Upper Street. Two garden statues of horses were stolen and two other statues, of deer, were moved and suffered damage;

(2) Between 12:01am on Tuesday 12th of December and 12:01am on Saturday 16th of December in Upper Street. Two garden statues, of deer, were stolen from the garden of a property.

There appears to be lots of reports, locally, of car number plate thefts, (not here yet)

## 211 **Approval of Minutes**

211.1 Minutes of the Planning Meeting held 20<sup>th</sup> November 2017

The above minutes were agreed as a true record, were signed by Cllr Clark and retained on file

211.2 Minutes of Parish Council Meeting held 20<sup>th</sup> November 2017

The above minutes were agreed as a true record, were signed by Cllr Clark and retained on file

211.3 Planning Committee Meeting 11<sup>th</sup> December – inquorate, meeting cancelled.

211.4 Community Centre Committee Meeting - 14<sup>th</sup> December 2017

The above minutes were agreed as a true record, were signed by Cllr Hoy and retained on file.

212 **Actions & Outcomes** – Clerk – due to the absence of the Clerk councillors agreed to carry over this item to the next meeting

## 213 **Finance**

213.1 Responsible Finance Officer's report - due to the absence of the Clerk councillors agreed to carry over this item to the next meeting

213.2 Bank reconciliation – for November 2017 had been previously circulated, was unanimously agreed and signed by Cllr Davies.

213.3 Review JPG budget for 2018/19 – following receipt of a letter from the Joint Parishes Group (JPG) Councillors agreed to include an allowance of £5,000 within the 2018/19 draft budget.

213.4 Councillors agreed unanimously to adopt budget proposal for 2018/19

213.5 Councillors agreed unanimously to a Precept Application of £55,500.00 for 2018/19

213.6 Agree review of Financial Regulations for 2018/19 - due to the absence of the Clerk councillors agreed to carry over this item to the next meeting

213.7 Agree review of Risk Assessment for 2018/19 - due to the absence of the Clerk councillors agreed to carry over this item to the next meeting

## 214 **Committee Membership**

The following additional membership to committees and external groups were agreed:-

Staff Committee – Cllr Mike Darling

External Groups:-

Highways – Cllr Mike Darling

Joint Parishes Group – Cllr Steve Lakin

KALC (Local Branch) – Cllr Steve Lakin

Police Forum – Cllr Mike Darling

## 215 **Traffic Management at Village Hall**

To determine the details of the installation of 'keep clear' road markings and/or a zebra crossing.

Councillors requested the clerk to apply to our KCC Members grant for 50% of the cost of the

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Clerk

Clerk

installation of the keep clear/crossing installation in Gravelly Bottom Road.

Councillors agreed to the purchase of up to 8 'Single Track Road' signs at an approximate cost of £800.

**216 General Data Protection Regulations**

Cllr Clark had attended the training seminar on 11<sup>th</sup> January but is waiting for the Clerk to return to work to discuss the requirements of the new regulations. Agenda item for February.

**217 Emails**

Cllr Darling proposed that councillors only reply to the Clerk when acknowledging receipt or agreeing to a meeting, there is no need to 'reply all'. This was agreed by all.

**218 Sports Field**

218.1 To determine contract for additional equipment for the Sports Field - due to the absence of the Clerk councillors agreed to carry over this item to the next meeting

218.2 Request for storage unit in car park - due to the absence of the Clerk councillors agreed to carry over this item for discussion at the March meeting

**219 Gypsy & Traveller Collaboration**

Due to the absence of the Clerk councillors agreed to carry over this item to the next meeting

**220 Village Signage**

Due to the absence of the Clerk councillors agreed to carry over this item to the next meeting

**221 Pre-school extension & Parish Council Office facility**

Cllr Hoy reported that the Community Centre Committee had met to discuss aims and objectives. The preferred option was an extension to the village hall but alternatives needed to be considered. Actions from the meeting included Cllr Darling looking into possible funding options: Cllr Hoy contacted MBC planning about the possibility of building something outside the village envelope but apparently now you have to pay a fee for pre-application advice £150.00. Need to contact Pre-School for them to confirm their space requirements and future plans.

**222 Reports**

Cllr Friend has received a report from Pre-school which outlines a positive outlook with numbers currently on roll at a maximum with a waiting list, and for September the numbers are already looking very good. Report retained on file.

**223 Any Other Information**

223.1 The Clerk had advised councillors that she had been informed of the felling of a TPO tree in Tall Trees following concern that it was about to go over in high winds. Following discussion it was agreed that the Parish Council would notify the Planning Authority of our knowledge that a tree belonging to the PC which has a TPO has been felled without our permission or the permission of MBC. It will be the Planning Authority who will then carry out an investigation.

223.2 KALC Branch, The next meeting will be on Monday 5 February 2018 at 7pm at the Town Hall, Maidstone. Cllr Clark will attend.

223.3 Kent Tree Wardens scheme participation opportunity.

Signed \_\_\_\_\_

223.4 Clerk attending Governance, Procedures and Transparency Conference, 08 February 2018.

223.5 Kent Minerals and Waste Local Plan Consultation – 19/12/2017 – 29/03/2018 - <http://consult.kent.gov.uk/portal/> available to councillors and public.

223.6 Data Protection registration auto renewal due on 08/02/2018

223.7 Staff committee meeting will be required, Clerk to circulate dates and availability.

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

- (i) General Data Protection Regulations

**225 Parish Council Meetings**

**The next Meeting of the Parish Council will be held on Monday 19<sup>th</sup> February 2018 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.**

There was no further business: Cllr Clark closed the meeting at 20.51.

Signed \_\_\_\_\_

DRAFT