



# Broomfield and Kingswood Parish Council

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## Public Notice of a Meeting of the Parish Council

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To: All Councillors

You are hereby summonsed to attend a Meeting of the Broomfield and Kingswood Parish Council to be held at the Village Hall, Gravelly Bottom Road, Kingswood on Monday 19<sup>th</sup> February 2018 at 7.30pm.

Dated 12<sup>th</sup> February 2018.

Signed: Gail Gosden Parish Clerk

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**Public Forum** - The Chairman will invite members of the public to speak prior to the start of the Meeting, relating to the Agenda or local issues, to a maximum of fifteen minutes and one minute per speaker. You are requested to state your name and address prior to speaking.

### **A G E N D A**

- 1. To receive and approve apologies for absence**
- 2. Councillors Declarations of interest in items on the agenda**
  - 2.1 Lobbying
  - 2.2 Personal Interest
  - 2.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
- 3. Reports from representatives of outside bodies:-**
  - 3.1 Kent County Council - County Councillor - Maidstone Rural East – Shelina Prendergast
  - 3.2 Maidstone Borough Council – Ward Councillor - Gill Fort
  - 3.3 Neighbourhood Watch – Co-ordinator – Linda Sinclair
- 4. To approve the minutes of the meetings of Broomfield & Kingswood Parish Council held on:-**
  - 4.1 Minutes of the Planning Meeting held 15<sup>th</sup> January 2018
  - 4.2 Minutes of Parish Council Meeting held 15<sup>th</sup> January 2018 (Amendment to committee membership)
  - 4.3 Minutes of Planning Meeting held 5<sup>th</sup> February 2018
- 5. Actions & Outcomes (for report only)**
- 6. Policing**
  - 6.1 Crime figures
  - 6.2 Community Policing Volunteers
  - 6.3 Online Crime Reporting Facility

## **7. Finances & Payment of Accounts – Clerk**

- 7.1 Bank reconciliation – December 2017 & January 2018
- 7.2 Responsible Finance Officer's report
- 7.3 To approve accounts for payment & ratify payments already made
- 7.4 To review and agree Financial Regulations for 2018/19
- 7.5 To review and agree Risk Assessment for 2018/19
- 7.6 To review and agree requests for donations from :-
  - (i) Involve, Maidstone.
  - (ii) Three Suttons Helpline, Sutton Valence.
  - (iii) Demelza House Children's Hospice, Sittingbourne.
  - (iv) Friends of Five Acre Wood School, Maidstone
- 7.7 To review and agree MBC's Parish Service Scheme 2018/19
- 7.8 To review maintenance agreements for Sports Field & Village management for 2018/19.
- 7.9 PKF Littlejohn have been confirmed as the Parish Councils external auditor until 2022.

## **8. Traffic Management at Village Hall & Surrounding Areas**

To receive costing proposals from KCC for implementation of 'Keep Clear' road markings near the Village Hall and 'single track signs' and determine any actions and associated expenditure.

## **9. General Data Protection Regulations (GDPR) – Cllr Clark & Clerk**

To receive an update and review of requirements for implementation of GDPR by 25<sup>th</sup> May 2018 and to approve any actions and associated expenditure.

## **10. Email Circulation**

To further review and agree councillor email protocols.

## **11. Sports Field**

- 11.1 To receive an update on funding proposals by MBC for sports field improvements and determine any actions.
- 11.2 To receive and approve of equipment proposal (stage 1) & purchase
- 11.3 To consider what are acceptable activities at the sports field and approve any actions and associated expenditure.

## **12. Community Centre – Cllr Hoy**

- 12.1 To receive an update and approve any actions and associated expenditure

## **13. Gypsy & Traveller Collaboration – Clerk**

To determine whether B & K PC will attend a meeting with other local parishes to discuss working in collaboration on issues relating to traveller and gypsy sites in the local area.

## **14. Tall Trees Lease**

To receive an update and approve any actions required regarding the felling

of TPO trees within the leased area and determine any associated expenditure.

**15. Parish Council Meetings & Hire of Village Hall – Clerk**

Proposal to hire village hall on each first Monday of the month for 2018.

**16. Village Signage – Cllr Lakin**

**17. Pensioners Outing 2018- Clerk**

To receive report on 2017 outing and consider approval of plans for future events.

**18. Reports**

**19. Any Other Information**

**20. Items for next Meeting's Agenda**

**21. Parish Council Meetings**

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