



# 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 19<sup>th</sup> February 2017

### Present:

Cllr Clark (Chair); \*Cllr Annette Friend; Cllr Tom Hoy; Cllr Paul Milton;  
Cllr Peter Page; Cllr Janet Tandy (6)

There were three 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
231	
<b>To receive and approve apologies for absence</b> Cllr Mike Darling – Family Commitments Cllr Gareth Davies – Family Commitments. Cllr Steve Lakin – Stuck on M25 Cllr Gill Fort – Other Commitments	
232	
<b>Councillors Declarations of interest in items on the agenda</b> 1.1 Lobbying 1.2 Personal Interest 1.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) Cllr Page declared a personal and prejudicial interest in item 237.6 (iii)	
233	
<b>Reports from representatives of outside bodies:-</b> 233.1 Kent County Council - County Councillor - Maidstone Rural East – Shelina Prendergast Apologies received as Cllr Prendergast may be late attending the meeting. 233.2 Maidstone Borough Council – Ward Councillor - Gill Fort – apologies received. Cllr Fort reported on enforcement actions within the parish which are recorded separately. 233.3 Neighbourhood Watch(NHW) – Co-ordinator – Linda Sinclair The Chairman welcomed Linda Sinclair who is the regional NHW co-ordinator, she introduced the new Co-ordinator for our Parish – Ken Pattison. The Clerk will liaise with Ken for an article in the next edition of the Parish News  *7.40pm Cllr Friend joined the meeting.	
234	
<b>To approve the minutes of the meetings of Broomfield &amp; Kingswood Parish Council</b> 234.1 Minutes of the Planning Meeting held 15 <sup>th</sup> January 2018 234.2 Minutes of Parish Council Meeting held 15 <sup>th</sup> January 2018 Councillors agreed to an amendment of the minutes, item 214, to include Cllr Davies as a committee member to the Community Centre Committee. This was initialled by the Chairman. 234.3 Minutes of Planning Meeting held 5 <sup>th</sup> February 2018	<b>Clerk</b>
	<b>Signed</b> _____

The minutes were all agreed as a true record and were signed by Cllr Tina Clark

7.45pm PCSO John Boyd joined the meeting

**235 Actions & Outcomes (for report only)**

All actions complete apart from item PL170 –Letter to KCC & MBC re planning application for farm development at Ulcombe - further discussion regarding contents of letter were agreed.

**236 Policing**

236.1 Crime figures

(i)Theft – Chartway Street - Between 20-25/01/18; (ii)Theft - Chestnut Drive, between 27 - 28/01/18; (iii) Theft - Chestnut Drive, between 28- 29/01/18; (iv) Criminal Damage -Charlesford Avenue 31/10/17; (v) Between 28- 29/01/18 - Chestnut Drive; (vi) Criminal Damage – Charlesford Avenue – 2-3/02/18; (vii) Theft From Motor Vehicle – Heatherwood Drive -Between 6-7/02/18; Theft -Chestnut Drive – 28/01/18; (viii) Theft – Chestnut Drive - 28-29/01/18; (ix) Burglary – Charlesford Avenue – 10/02/18

236.2 Community Policing Volunteer is a new role being created by Kent Police. Councillors requested that this be advertised in the Parish News if space permits.

236.3 Online Crime Reporting – It is now possible to report crimes and incidents as well as non-injury road traffic collisions via the Kent Police website at [www.kent.police.uk](http://www.kent.police.uk).

236.4 PCSO Boyd advised that he will no longer be our local PCSO, following recent recruitment he will be moving back to his original 'patch' and his replacement will be PCSO Shivon De Rose who will take over shortly.

Cllr Shellina Prendergast joined the meeting at 8.25pm.

**(233.1) Kent County Council - County Councillor - Maidstone Rural East**

Cllr Prendergast reported that the Bus Consultation has been suspended after considerable concern was raised. KCC subsidise socially necessary bus services to prevent community isolation. However there is key pledge for provision of community buses.

KCC will be debating the budget tomorrow (20/02) with an expectation that they will take advantage of the extra allowances now permitted by central government. KCC has to made £600million of cuts to the budget since 2010.

The temporary traffic control measures at Chegworth Road/A20 are due to be reviewed by KCC Highways and Highways England will be consulted on the HGV parking in the area.

**237 Finance & Payments of Accounts**

237.1 Bank reconciliation – December 2017 & January 2018 were approved by all and signed by Cllrs Hoy and Page respectively.

237.2 Responsible Finance Officer's report was circulated and agreed and retained on file.

237.3 Payments of accounts & payments already made were ratified and agreed by all.

237.4 Councillors agreed unanimously the Financial Regulations for 2018/19, retained on file.

237.5 Councillors agreed unanimously the Risk Assessment for 2018/19, retained on file.

237.6 To review and agree requests for donations from :-

(Councillor Page left the room at 8.45pm, whilst this item was discussed and returned at its conclusion)

(i) Involve, Maidstone.

(ii) Three Suttons Helpline, Sutton Valence.

(iii) Demelza House Children's Hospice, Sittingbourne.

(iv) Friends of Five Acre Wood School, Maidstone

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

Clerk

- Councillors agreed unanimously to donate £50.00 to each charity, 2 now and 2 in April 2018.
- 237.7 Councillors agreed MBC's Parish Service Scheme 2018/19, signed by the Chair and Clerk.
- 237.8 Councillors agreed unanimously that the maintenance agreements for Sports Field & Village management for 2018/19 will remain with Paul Waring.
- 237.9 PKF Littlejohn have been confirmed as the Parish Councils external auditor until 2022.

*There was a short break for refreshments at 8.55 until 9.05pm*

**238 Traffic Management at Village Hall & Surrounding Areas**

- 238.1 Councillors unanimously agreed to the quote from KCC for implementation of 'Keep Clear' road markings near the Village Hall and 'single track signs'. It was discussed the location for nine 'single track' signs to be erected 4 x A20/Broomfield Road, 1x Broomfield Road (near Ashford Drive) 2x each end of Gravelly Bottom Road and 2x each end of Pitt Road.
- 238.2 The Clerk has now submitted the grant application for the 'Keep Clear' works.
- 238.3 The broken road signs have now been replaced at Charlesford Avenue & Cayser Drive.
- 238.4 The recently re-surfaced road in Chartway Street and Lenham Road has already broken down, KCC advises that this has happened due to an early cold snap which compromised the new surface, this will be repaired as soon as all risk of frost has passed.
- 238.5 Clerk has raised complaints regarding the condition of GBR following residents reports – raised manhole covers, mud across the carriageway, flooding and general disrepair. KCC will be carrying out work to clear the carriageway before 6<sup>th</sup> April in both GBR and Pitt Road, the condition and surface will then be reviewed. The raised manhole covers have been reported to Southern Water for them to action.

**239 General Data Protection Regulations (GDPR)**

Councillor Clark reported on the requirements for implementation of GDPR by 25<sup>th</sup> May 2018, further information would be forwarded to councillors as application is progressed.

**240 Email Circulation**

Councillors further reviewed email protocols and determined that when opinions were sought by the Clerk from Councillors, replies would be circulated 'to all', that is was not necessary to respond to the Clerk (or Councillors) when emails were for information only.

**241 Sports Field**

- 241.1 The Clerk updated Councillors on funding proposals by MBC for strategic play area improvements. MBC have now advised that the match funding scheme is *likely* to be open for applications from April 2018 but it is unlikely that they will accept applications for works done in retrospect. Councillors agreed unanimously to not delay any further the installations of play equipment at the sports field.
- 241.2 Councillors agreed unanimously to the installation of a half MUGA and roundabout, this is scheduled to be installed at the end of April.
- 241.3 The Clerk has received reports of adults using Javelins in the sports field and complaints have also been received about golf being played. Councillors requested that enquiries are made about the possibility of injunctions being levied on the people carrying out such activities.

**242 Community Centre**

Cllr Hoy updated the meeting about his enquiries with MBC for the development of the village hall, MBC now require payment for pre-planning advice. Councillors unanimously agreed to this expenditure.

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

**Cllr  
Davies**

243

**Gypsy & Traveller Collaboration**

Councillors resolved to participate, initially, that 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.

**Cllrs  
Clark &  
Tandy**

244

**Tall Trees Lease**

The Clerk was advised to and has therefore reported to MBC the felling of a TPO tree within the leased area. Councillors resolved to take no action until an outcome from MBC Enforcement has been received.

245

**Parish Council Meetings & Hire of Village Hall**

The Clerk recommended that the Parish Council hire the village hall on each first Monday of the month for 2018 as there are so many additional meetings needed to which the public are entitled to attend. Councillors resolved to accept this recommendation and requested the Clerk to book the hall accordingly.

**Clerk**

246

**Village Signage**

Val Clark has reported to the Clerk that the sign at the Village Hall is now completely obscured by trees and is in a bad condition. The Clerk was requested to ask the handyman to check the sign for any damage and consider the logistics of transferring to an alternate location.

**Clerk**

247

**Pensioners Outing 2018**

The Clerk reported on the 2017 trip to Brick Lane Musical Theatre in November, the numbers were disappointingly low with several last minute cancellations and no opportunity to re-fill the vacant seats. Councillors discussed and resolved that there should be a break from this event in 2018 but would consider whether to organise an occasion to commemorate the cessation of hostilities at the end of WWI. Clerk was requested to see if the Village Hall was available in the afternoon of 11 November.

**Clerk**

248

**Reports**

18.1 Verbal report of KALC meeting held 05/02 attended by Cllr Clark

18.2 Governance, Procedures & Transparency Conference – Clerk; report circulated and retained on file

249

**Any Other Information**

249.1 An appeal has been lodged with the Planning Inspectorate for the construction of 2 detached dwellings at Land at Ashford Road, Hollingbourne. This application was refused by MBC.

249.2 There has been a request from a resident that the PC arrange for defibrillator training. Councillors concluded that the defibrillator purchased was self-explanatory and could only be accessed via SECAM who would then guide any user through the process.

249.3 Government national consultation on proposal for the creation of a Major Road Network at <https://www.gov.uk/government/consultations/proposals-for-the-creation-of-a-major-road-network>.

249.4 Notice of amendments to the operations of Kent Household Waste Recycling Centres (HWRCs):- trailer sizes are now limited to maximum 2.05m in length (instead of 1m<sup>3</sup> capacity) and cannot be adjusted to increase capacity; Domestic tyres (car & motorcycle) only accepted with a limit of 5 per visit and a charge of £2.50 per tyre;

249.5 MBC has announced a change to parking costs across MBC run car parks including Park

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

& Ride. Any objection need to be in writing to Maidstone House, King Street, Maidstone, ME15 6JQ.

249.6 A memorial to Flying Officer Peter Pease has been erected at j/w GBR, Broomfield Road & Duck Pond Lane, on Edmed land, no notice of memorial was received by the Parish Council, but apparently the Mayor attended.

249.7 Planning Training for Local Councils – KALC course on Saturday 10 March 9- 12.30 at Chilham Village Hall.

249.8 KCC Highways Improvement scheme Consultation A20 Harrietsham – [www.kent.gov.uk/consultations](http://www.kent.gov.uk/consultations)

**Cllrs  
Hoy,  
Milton**

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

250.1 Roseacre Rovers – application to use sports field for season 2018/19, which includes the erection of a storage container and for games to be played on Sunday afternoons.

250.2 WWI Commemoration

**251 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.**

There was no further business; Cllr Clark closed the meeting at 10.45pm

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

DRAFT