



# 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 16<sup>th</sup> April 2017

### Present:

Cllr Tina Clark (Chair); Cllr Mike Darling; Cllr Gareth Davies; Cllr Tom Hoy;  
Cllr Paul Milton; Cllr Peter Page; Cllr Janet Tandy: (7)

There were two members of the public present.

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

Cllr Clark opened the meeting at 7.49pm.

Min No		Action
298	<b>To receive and approve apologies for absence</b> Cllr Annette Friend – Family commitments Cllr Steve Lakin – Other PC commitments Cllr Shellina Prendergast – Other commitments	
299	<b>Councillors Declarations of interest in items on the agenda</b> 299.1 Lobbying 299.2 Personal Interest 299.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) There were no declarations	
300	<b>Reports from representatives of outside bodies:-</b> 300.1 Kent County Council - County Councillor - Maidstone Rural East – Shelina Prendergast – apologies received but no report. 300.2 Maidstone Borough Council – Ward Councillor - Gill Fort – encouraged councillors to respond to the government consultation on Unauthorised Encampments and Lack of Enforcement actions as currently perceived. Park & Ride will now be charging per car rather than per person which has caused some consternation from residents who have used the service with their free travel cards. The Leeds/Langley Relief Road feasibility group has been drawn up, they will determine if there is a need for the additional infrastructure. KCC have allocated £11million for the repair of potholes in the county. MBC will receive some of the funds to manage local repairs. The retrospective application for Orchard Place was approved at a recent planning committee meeting due to the Local Plan requirements to find additional 53 pitches before 2031, despite the expansion at this site not being included in the Local Plan. Councillors requested that enquiries are made about the play area match funding which has been pledged for April. 300.3 Neighbourhood Watch – Co-ordinator – Ken Pattison forwarded a report which was read to councillors and retained on file.	
301	<b>To approve the minutes of the meetings of Broomfield &amp; Kingswood Parish Council held on:-</b> 301.1 Minutes of Planning Committee Meeting held 19 <sup>th</sup> March 2018 301.2 Minutes of Parish Council Meeting held 19 <sup>th</sup> March 2018 The minutes of the Planning and PC Meetings were agreed as a true record and signed by Cllr Davies. 301.3 Minutes of Staff Committee Meeting held 4 <sup>th</sup> April 2018 The minutes of the Staff Committee were agreed as a true record and signed by Cllr Clark	
302	<b>Actions &amp; Outcomes (for report only)</b>	<b>Signed</b> _____

Items PL170 & 273 are still outstanding, all other actions completed. There were no matters arising.

303

### **Policing**

Crime figures – **Theft Of Motor Vehicle** -Between 5:00pm, Tuesday 20th March and 10:00am Wednesday 21st of March in Ashford Drive. A ford Ka was stolen from a driveway; **Theft** - Saturday 31st March between 12:00am and 7:30am in Gravelly Bottom Road. A blue and white Yamaha trials motorcycle parked on a residential driveway was stolen; **Theft From Motor Vehicle** - Saturday 7th of April between 12:00am and 11:59pm in Charlesford Avenue. A Mazda estate car parked on a residential driveway was scratched and roof mouldings stolen.

The next Police Forum Meeting, 18 April, no councillors are available to attend. Councillors proposed that Ken Pattison, NHW Coordinator is elected as an additional representative of the Parish Council for future meetings at the APCM, 21 May.

Clerk

304

### **Finance & Payment of Accounts**

304.1 Bank reconciliation – March 2018 was previously circulated and agreed by all and signed by Cllr Hoy.

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

304.3 Councillors resolved to approve the accounts for payment & ratified payments already made.

304.4 Councillors resolved to ratify an agreement to 'ring fence' and reserve funds of £35,000 from the 2017/18 budget to 2018/19 budget for play equipment due to the delay in works commencing.

304.5 Councillors resolved that following maturity of the Business Saver Fixed Rate account in May the funds would be transferred to the Business 95 Day account.

304.6 Section 137 expenditure limit for 2018-19 is £7.86 per electorate head.

304.7 Councillors agreed to continue with KALC membership for 2018/19.

Clerk

Clerk

305

### **Annual Parish and Annual Parish Council Meeting 21<sup>st</sup> May 2018**

Councillors resolved that the format for the meetings to remain as previous meetings and will include light refreshments.

Clubs and societies would be asked to forward reports which would be printed into a booklet and would be requested to keep reports to maximum of 200 words.

The Clerk will start advertising the event on the notice boards, email and Facebook

Clerk

Clerk

306

### **Recruitment of Parish Clerk**

The Clerk has confirmed that she would be retiring this year and following a Staff Committee meeting Councillors proposed that the following items be approved:-

306.1 The Policy and Procedure for recruitment

306.2 The advertisement wording and any costs for recruitment

306.3 Proposed questions for interview of candidates

And the purchase of a Parish Council mobile phone.

Councillors resolved to accept all the proposals put forward by the Staff Committee at the meeting on 4<sup>th</sup> April 2018.

307

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

307.1 Invoice received from KCC for works agreed and cheque payment forwarded immediately, however it has apparently not been received although posted 1<sup>st</sup> class.

307.2 Lenham Road Speed issues – carry over to June agenda

307.3 The requested dropped kerbs at Holly Trees Close j/w Cayser Drive have been approved by KCC Highways and the work should be carried out within 3 months.

Clerk

308

### **Parish News Circulation**

The next edition is scheduled for the beginning of June.

Circulation was not as successful as previously, Clerk received several requests to supply copies.

Councillors resolved to keep a watching brief on subsequent editions.

Signed \_\_\_\_\_

**309 General Data Protection Regulations**  
Councillors resolved to employ Satswana as Data Protection Officer for GDPR at a cost of £150 per annum.  
The Clerk will participate in training update session organised by Satswana on 20 April at Sutton Valence.

**310 Commemorative Celebration 11<sup>th</sup> November 2018**  
The Clerk has provisionally booked the village hall as requested.  
The Clerk was requested to contact residents via email and Facebook to ascertain whether residents would attend and/or help organise such an event.

*The meeting was closed at 9.45 for refreshments and re-opened at 9.55pm.*

**311 Committee membership and meeting attendance**  
Councillors discussed membership of the internal and external committees and concluded that each internal committee would have, where possible 8 members and that each councillor would make themselves available for external meetings/committees as personal availability determined. There would still be named representatives for communication purposes.  
Elections to the various committees would be carried out at the Annual Parish Council Meeting on 21 May.  
Councillors also discussed attendance at Planning Committee meetings at the Town Hall and the difficulties recently experienced with finding representatives to attend. Councillors were concerned that the minimum notice provided by MBC and the times of the meetings would always make these meetings difficult to get to.

**312 Request from resident re maintenance of grass verge**  
Following a request for the Parish Council to maintain a verge in the walkway between The Waldens and Cayser Drive, Councillors concluded the land in question is entirely privately owned and therefore the maintenance could not be carried out by the Parish Council.  
Clerk to notify resident of decision.

**313 Coffee Caravan Project by ACRK**  
Three dates for the project have been agreed Tuesday 21st August, Tuesday 18th September, Tuesday 16th October - All mornings: 10.30 until 12.30 pm. The Nisa shop owner has agreed to the use of the shop forecourt for this purpose.

**314 Village Sign**  
Following a letter of concern from the Village Hall Committee our handyman has laid the sign down for safety reasons.  
Of Three quotes requested two have been obtained.  
Following discussion Councillors requested the handyman dismantle the sign from the post and deliver the sign to Cllr Darling who has agreed to store the sign. It was resolved that a decision to carry out remedial work would be deferred until the Village Hall extension was concluded.

**315 Sports Field**  
315.1 Roseacre Rovers application for the use of the sports field for the 2018/19 season has been withdrawn. They wished to thank the Parish Council for their support of their team and have offered to leave the goal posts for community use. Councillors accepted this offer and in return would not request the return of the line marking machine. The Clerk will request the return of the sports field keys.  
18.2 Councillors resolved to continue to receive the MBC monthly safety checks sheets.  
18.3 Councillors discussed and concluded that there were no actions that could be taken regarding inappropriate use (or games) at the Sports Field, however there would be new signage erected requesting 'appropriate' use of the field.

**316 Community Centre**

Signed \_\_\_\_\_

Clerk

Clerk

Clerk

Clerk

Pre planning advice has now been received from MBC which appears to contradict current NPPF policy which states planning permission will be granted for non-residential development in the countryside where there is "a necessary community facility to serve the local rural population".  
It was resolved that Cllr Hoy would make further enquiries at MBC.  
Councillors from the Community Centre Committee would be visiting a similar project at Boxley Parish Council in May.  
Cllrs Hoy & Darling attended the Village Hall Convention on 14 April and had obtained some useful information.

**Cllr Hoy**

**317 Reports**

There were no reports.

**318 Any Other Information**

- 318.1 The sad news of the death of former parish Councillor Sue Clark has been received by the Clerk. Her funeral is at 2pm on 30<sup>th</sup> April at Vinter's Park Crematorium. Councillors requested the Clerk to forward a donation of £25.00 to the chosen charity of Sue Clark
- 318.2 Letter of thanks for donation received from Friends of Five Acre Wood School has been received.
- 318.3 Letter of thanks for donation received from Three Suttons helpline has been received.
- 318.4 An appointment to visit Tall Trees re TPO's has been confirmed for 17 April.
- 318.5 Request for donation from Help a Maidstone Child.

**Clerk**

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

- (i) June – Review of Sickness Policy

**Parish Council Meetings**

**321 The next Meeting of the Parish Council will be the Annual Parish and Annual Parish Council Meetings held on Monday 21<sup>st</sup> May 2018 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.**

There was no further business, Cllr Clark closed the meeting at 9.56pm

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

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