



# 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 18 June 2018

### Present:

Cllr Tina Clark (Chair); Cllr Mike Darling; Cllr Tom Hoy;  
Cllr Steven Lakin; Cllr Janet Tandy: (5)

There were three members of the public present.

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

A member of the public questioned the accuracy of the Annual Parish Meeting minutes, it was agreed to make a minor amendment and to approve these minutes at the July meeting.

Cllr Clark opened the meeting at 7.49pm.

### Min No

### Action

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#### To receive and approve apologies for absence

Cllr Davies – Family Commitments  
Cllr Friend – Maternity leave  
Cllr Milton – Family Commitments  
Cllr Page – Work Commitments  
Cllr Fort – MBC – Family Commitments  
Cllr Prendergast – KCC Family Commitments

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#### Councillors Declarations of interest in items on the agenda

1.1 Lobbying - none  
1.2 Personal Interest – Cllr Lakin – item 47.  
1.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - none

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#### Reports from representatives of outside bodies: -

39.1 Kent County Council - County Councillor - Maidstone Rural East – Shellina Prendergast – apologies and report received which included information on 'The Big Conversation' a consultation by KCC on rural transport. Also, GDPR training available to councillors supplied by KCC.  
39.2 Maidstone Borough Council – Ward Councillor - Gill Fort – Apologies received – no report.  
39.3 Neighbourhood Watch – Co-ordinator – Ken Pattison – no apologies or report

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#### To approve the minutes of the meetings of Broomfield & Kingswood Parish Council held on: -

40.1 Minutes of Planning Committee Meeting held 16 April 2018 -signed Cllr Clark  
40.2 Minutes of Parish Council Meeting held 16 April 2018 – signed Cllr Clark  
40.3 Minutes of Staff Committee Meeting held 25 April 2018 – signed Cllr Clark  
40.4 Minutes of Planning Committee Meeting held 10 May 2018 – signed Cllr Darling  
40.5 Minutes of Planning Committee Meeting held 21 May 2018 – Signed Cllr Clark  
40.6 Minutes of Annual Parish Council Meeting held on 21 May 2018 –signed Cllr Clark  
40.7 Minutes of Planning Committee Meeting held 04 June 2018 – signed Cllr Darling  
40.8 Minutes of Community Centre Committee Meeting held 04 June 2018- signed Cllr Hoy  
The above minutes were all approved as a true record and signed accordingly.  
40.9 Minutes of the Annual Parish Council Meeting held 21 May 2018 will be amended and approved at the next meeting.

Signed \_\_\_\_\_

Clerk

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

All items completed apart from items PL170 & 273, there were no matters arising.

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**Policing**

Crime figures –

1)Theft - Between 29 & 30 May, Chartway Street - Garden furniture was stolen from a residential garden;  
2) 13 April -Cross Drive. Electricity cable was stolen from an electricity sub-station. 3) Between 10 & 11 June – Charlesford Ave. A window was smashed on parked and unattended car, a bag was stolen but was recovered minus some of the contents further along the road.

*PCSO DeRose joined the meeting at 8.30 until 9.00pm*

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**Finances & Payment of Accounts**

43.1 Bank reconciliation – April 2018 was agreed and signed by Cllr Lakin

43.2 Responsible Finance Officer’s report was agreed and retained on file

43.3 Accounts for payment & ratification were agreed by all.

43.4 The Village Hall Committee Chairman requested a donation towards the costs of a new heating boiler and electrical work at the Village Hall, work that is needed to be carried out urgently. Cllrs resolved unanimously to contribute £800.00.

43.5 Kent Surrey Sussex Air Ambulance have written requesting a grant of £150.00, this was agreed unanimously by all.

43.6 Parish Service Scheme grant (first half) has been received.

Clerk

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**Sports Field**

44.1 A letter has been received from a neighbouring residents requesting that the fence at the north end of the sports field be repaired or preferably replaced with more robust fencing to deter entry onto her property. The Clerk was requested to obtain quotes for this work.

44.2 Two benches have been damaged due to deterioration, Cllrs agreed unanimously that the benches should be replaced but the funding will come from the budget for improvements for 2018/19. Clerk to order Glasdon seats and check if handyman can install.

44.3 MBC have announced match funding for improvements to Strategic Play Areas . Cllrs agreed that an application should be made to cover the replacement fencing, notices and additional equipment. The Clerk was requested to contact Craigdene to act as consultant to implement the next phase of improvements at the sports field.

44.4 Scout Group Building Repairs - The Scout Group will not need to ask the PC for a contribution towards the repairs of the roof for the present but the building may need a major overhaul to be considered at a future date.

44.5 HAGs (the suppliers of the MUGA) will be forwarding a refund of £100 + VAT as there was slight damage to one of the posts.

44.6 Annual Tree audit at sports field is now due. Cllrs requested the clerk to arrange this.

Clerk

Clerk

Clerk

Clerk

*There was a brief recess for refreshments at 9.00pm, meeting resumed at 9.10pm*

45

**Review Parish Council Sickness Policy**

Cllr Darling recommended a change to the Employees Sickness policy in line with commercial markets. It was resolved that the Clerk would make further enquiries with the Insurance provider to clarify in writing the extent of the policies sickness cover. This item will be included on the July agenda.

Clerk

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**Recruitment of Parish Clerk**

The Clerk advised that 3 people had been invited to interview and that there were 5 further expressions of interest. Councillors resolved that a closing date for applications would now be 7 July and if further interviews were required these could take place on 5 & 12 July between 3.30 – 5.00pm at the Village Hall.

*Councillors resolved that the next item is moved up the agenda*

**Signature** \_\_\_\_\_

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**Village Planters**

Mrs Lakin had forwarded a proposal for the continued maintenance of the village planters. This was discussed by Cllrs who concluded that they would ask Mrs Lakin if she would be happy to continue with planting but that ongoing maintenance would be carried out by the handyman, if he was agreeable. The budget for planting would remain the same as last year. The Clerk was asked to write to Mrs Lakin with their thanks for her proposal and work on the planters.

Clerk

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

48.1 KCC has provided a plan of the proposal for 'Keep Clear' road markings in Gravelly Bottom Road, the Clerk was requested to and has carried out a consultation with the immediate neighbours. One response has been received supporting the proposal which has been forwarded to KCC. The deadline for comment has now passed.

48.2 Clerk has received notification from KCC Highways that dropped kerbs will be installed at Cayser Drive j/w Wildwood Close within the next 3 months

48.3 The Clerk has received an email from Helen Whately, MP regarding the noisy surface issues on the M20 between J8 &9. Helen is meeting with the Executive Operations Director of Highways England on 12 June to discuss these issues on this part of the M20 and to get "cast iron assurances about noise reduction materials in order to improve the quality of life of constituents who are affected by the disturbance from the motorway"

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**Coffee Caravan Project by ACRK**

The information project will take place on the forecourt of the shop in Charlesford Avenue on Thursdays, 23 August, 20 September & 18 October

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**Village Hall Summer Fair**

Following discussion Cllrs agreed they would have an information presence at the Summer Fair, prize draw leaflets would be handed out for completion to win a prize.

Cllr Lakin agreed to design the leaflet and forward to the Clerk. Cllrs Clark, Darling & Hoy would attend.

*Cllr Lakin left the meeting at 9.55pm*

Cllrs SL,  
TC,TH,MD  
Clerk

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**Village Sign**

The Kingswood village sign has been dismantled for safety reasons and removed from the village hall grounds. The Clerk has obtained 3 x quotes for the renovation work. It was unanimously resolved to ask Maidstone Signs Ltd to submit a complete quotation for the amended work now needed. Cllrs also resolved to move the sign to Broomfield Road/Duck Pond Lane/Gravelly Bottom Road junction in the area where the finger post and planters are situated. Permissions would be required from KCC and planning permission from MBC.

Clerk

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**Community Centre**

Cllr Hoy advised the meeting that one year on and very little had been achieved. He had now received some information from an independent planning advisor but Cllrs concluded that a parish survey should be carried out before any further expenditure.

Discussion followed and a questionnaire was agreed. Cllr Darling would format this ready for printing. Letter boxes would be erected around the village for responses.

The Village Hall Chairman stated that the pre-school is not cost effective as their fees are heavily subsidised to more than the costs to the Village Hall.

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**Reports**

53.1 G & T Meeting at MBC – 04 June – there were no matters arising.

54

**Any Other Information**

54.1 There is a proposal to start a birdwatching group in the parish.

54.2 Local Plan Stakeholder Survey by MBC for completion. *Cllr Hoy advised that he had tried to*

Signature\_\_\_\_\_

complete this survey twice and had been locked out half way through both times.

54.3 KCC Rural Transport Consultation Wednesday 18th July 2018, 9am-1pm, Mercure Hotel (Great Danes), Maidstone

54.4 A letter of thanks for donation has been received from Demelza Hospice

54.5 The Clerk has had a request to advertise Affordable Housing vacancy in Leeds as we are within the S106 agreed local connection.

54.6 The Clerk has reported to MBC two broken bins 1) Chestnut Drive & 2) Outside Sports Field

54.7 The Clerk has received a request re grass cutting in Chartway Street. *Cllrs agreed this was a KCC issue and could not be resolved by the Parish Council.*

54.8 Annual Councillors' Conference 2018 West Faversham Community Centre. Date: 10 July 2018 9:00 AM – no-one available to attend

54.9 A letter offering to service the defibrillator has been received, Cllrs requested the Clerk to check the handbook and raise this item on the next agenda.

**Cllr Clark**

**55**

**Items for next Meeting's Agenda**

- (i) Sports Field – quotes for fencing
- (ii) Sickness policy
- (iii) Village Planters
- (iv) Village Sign
- (v) Defibrillator maintenance

**Clerk**

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**Parish Council Meetings**

**The next Meeting of the Parish Council will be on Monday 16 July 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** \_\_\_\_\_