



# 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 July 2018

**Present:** Cllr Tina Clark (Chair); Cllr Mike Darling; Cllr Tom Hoy;  
Cllr Paul Milton; Cllr Peter Page. (5)

Gail Gosden – Parish Clerk

There were seven members of the public present.

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

Questions were asked and comments made about the status of Whitehall Drive, the Chairman advised this was an agenda item and the Parish Council would be making a statement for information.

Cllr Clark opened the meeting at 7.45pm.

Min No	Action
62	<b>To receive and approve apologies for absence</b> Cllr Davies - Family Commitments Cllr Friend – Family Commitments Cllr Lakin – Family Commitments Cllr Tandy - Illness Cllr Prendergast, KCC- Other KCC Commitments Cllr Fort, MBC – Family Commitments
63	<b>Councillors Declarations of interest in items on the agenda</b> 63.1 Lobbying 63.2 Personal Interest – Cllr Darling – Item 64 – Whitehall Drive 63.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
64	<b>Whitehall Drive – right of way?</b> The Chairman advised councillors and members of the public :- Following contact by residents regarding the use of Whitehall Drive as a public access route to the woods, the Parish Council has made enquiries with KCC Highways and KCC Public Rights of Way (PRoW). KCC Highways confirm that this road has never been adopted and KCC carries out no maintenance after 20meters from the highway (Charlesford Avenue) PRoW also confirm that the route has never been dedicated as a Public Right of Way and confirms that the route is privately owned. Therefore it is within the rights of the landowners to prevent access, vehicular and pedestrian. Should residents wish to challenge this and apply to have this route established as a Public Right

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

of Way on the Definitive Map an application for A Definitive Map Modification Order, Section 53, The Wildlife and Countryside Act of 1981 will need to be completed whereby witnesses make statements of their use of the route unrestricted for 20 years by a minimum of 12 people.

*The meeting was closed at 7.48 and reopened at 7.52pm for public comment on item 64.*

**65 Reports from representatives of outside bodies: -**

65.1 Kent County Council - County Councillor - Maidstone Rural East – Shellina Prendergast – Apologies received – Cllr Prendergast wanted to remind Councillors of the need to respond to the Highways England solution to Operation Stack consultation

65.2 Maidstone Borough Council – Ward Councillor - Gill Fort – Apologies received-Cllr Fort reported that she had been contacted by some residents in Gravelly Bottom Road regarding signs for Kent Wardrobes. They consider that these are far too big and additional ones have been added. Cllr Fort has asked MBC planners to visit the site as the photographs in the planning application are taken at an angle which doesn't accurately depict reality. This is a retrospective planning application which has been outstanding since the beginning of the year.

65.3 Neighbourhood Watch – Co-ordinator – Ken Pattison has resigned from the post of village co-ordinator. Linda Sinclair, regional co-ordinator has also resigned. Dave Spitter, Volunteers & Watch Liaison Officer at Police HQ has also resigned and there has been no information received as to his replacement. We still have E-Watch to discover reported crime in our area.

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

66.1 Minutes of Annual Parish Meeting (amended) held on 21 May 2018

66.2 Minutes of Staff Committee Meeting held on 13 June 2018

66.3 Minutes of Planning Committee Meeting held on 18 June 2018

66.4 Minutes of Parish Council Meeting held on 18 June 2018

The above minutes were all approved as a true record and signed by Cllr Clark.

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

Outstanding items:- PL 170 – Church Farm, Ulcombe. It was unanimously agreed that this item should be removed from further actions.

Item 273 – Contact Police & KCC Highways re traffic management.

Item 44.3 – agenda item; Item 54.9 – agenda item.

All other actions completed.

**68 Policing**

Crime figures –

1) Theft From Motor Vehicle- 20/06/18- 2.15pm - Ashford Drive. A man, 18 – 19 years old, short brown hair wearing a grey tracksuit, grabbed a handbag from the back of a van stopped in the road whilst loading and ran off. 2) Vehicle Interference – 10/06/18 - 3:00 - 3:15am, Charlesford Avenue. Someone tried to break into a vehicle parked on a driveway. No access gained. 3) Theft From Motor Vehicle – 05/07/18 - 7:40-10:15pm, Gravelly Bottom Road. The number plates have been stolen from a VW Golf parked on the road. 4) Theft – 12.01, 01/06/18 –& 10am, 07/06/18 - Gravelly Bottom Road. A champagne coloured Bailey caravan was stolen from a field.

**69 Finance & Payments of Accounts**

69.1 Bank reconciliation – May & June 2018 – This item was carried over to 20 August

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

**Clerk**

	<p>69.2 Responsible Finance Officer's report – This item was carried over to 20 August</p> <p>69.3 To approve accounts for payment &amp; ratify payments already made – This item was carried over to 20 August</p> <p>69.4 To approve transfer of bank accounts – the Clerk advised that two accounts were held with Nationwide Building Society and had different rates of interest therefore recommended that the balance was paid into the highest earning account. This was agreed by all and the letter was signed by the relevant signatories.</p>	<p><b>Clerk Clerk</b></p>
<p><b>70</b></p>	<p><b>Greensand Ridge – Area of Outstanding Natural Beauty (AONB)</b> Following the previous KALC Branch meeting and an article in the KM there is a call to make the Greensand Ridge an AONB. Councillors resolved to supports such an application and requested that Cllr Davies write a letter, on behalf of the Parish Council to CEO Alison Broom, MBC.</p>	<p><b>Cllr Davies</b></p>
<p><b>71</b></p>	<p><b>Public Rights of Way Consultation</b> Kent County Council has a duty to prepare a Public Rights of Way Improvement Plan (ROWIP) under Section 60 of the Countryside and Rights of Way Act 2000 and to update the plan every 10 years. The revision of the Kent ROWIP provides an opportunity to take a more integrated view of the value of the rights of way network in fulfilling the needs of the communities of Kent. <a href="https://consultations.kent.gov.uk/consult.ti/rightsofWayImprovementPlan2017/consultationHome">https://consultations.kent.gov.uk/consult.ti/rightsofWayImprovementPlan2017/consultationHome</a> Councillors were requested to participate in this consultation</p>	<p><b>All Cllrs</b></p>
<p><b>72</b></p>	<p><b>Sports Field</b> 72.1 Determine replacement of fencing at north end of sports field – recommended by Craigdene – Jacksons Ball Stop fencing, Clerk has requested a quote but no prices received yet. 72.2 Applications for Strategic Play Areas match funding from MBC – application for match funding must be submitted by 31 August at the latest 72.3 To determine items for phase two – the Clerk met with Maria Cooke, Craigdene on 11/07 to discuss the needs going forward. The Clerk recommended a Sports Field committee meeting, to discuss the options, this was agreed for the 23 July at the Sports Field. 72.4 The annual RPII safety check has been carried out and although the formal report has not been received yet the Clerk has been made aware of significant rot to some of the older Playdale wooden posts with the recommendation of removal. (This is not a safety issue)</p>	<p><b>Clerk</b></p>
<p><b>73</b></p>	<p><b>Review Parish Council Sickness Policy</b> The Clerk has obtained clarification from insurers of the sickness payment policy. Cllr Darling recommended that the Sickness Policy could remain as is but that the sum insured to cover illness within the parish councils insurance policy should be increased to £45,000. This was unanimously agreed. The Clerk to notify insurers</p>	<p><b>Clerk</b></p>
<p><b>74</b></p>	<p><b>Review of Standing Orders (SO's)</b> SO's should be reviewed annually, the last review was in October 2016 but updated regulations have been awaited from NALC. The Clerk provided hard copies to each member for their consideration, requesting comments before the next meeting. The Clerk would deliver copies to absent councillors.</p>	<p><b>All Cllrs Clerk</b></p>
<p><b>75</b></p>	<p><b>Traffic Management at Village Hall &amp; Surrounding Areas</b> 75.1 To receive and update and review requirements – Traffic Control Regulations Order has now been publicised work should commence soon on the keep clear road markings in Gravelly Bottom Road.</p>	<p><b>Signed _____</b></p>

75.2 Dropped Kerb installation at Cayser Drive/ Holly Tree Close is now complete  
75.3 Resurfacing the M20 between J8-9. A letter was received via a resident from Helen Whately MP advising that resurfacing works are due to be carried out between Autumn 2018 and Winter (January) 2019 on the concrete surface between J8 & 9.

**76 Defibrillator Maintenance**

Since the last PC meeting the clerk received a report that the warning light was flashing on the defibrillator cabinet, with the support of Craig Ward, First Rescue Training & Supplies Ltd., the suppliers, the Clerk was able to reset the security cabinet and check the defibrillator which is now in complete working order. It is thought the alarm was triggered due to the high temperatures, but assurances were received that this would not harm the defibrillator. The pads and battery have a life expectancy to 2021. Therefore regular observational checks are all that is needed and a maintenance contract is not required.

**77 WW1 commemoration**

The Clerk has received one 'maybe' offer of help/interest for an event on 11 November following an advertisement in the Parish News. Councillors resolved unanimously that this proposed event had not attracted the interest hoped for and would be cancelled. Clerk to confirm cancellation of the village hall booking

**Clerk**

**78 St Margaret's Church, Broomfield**

The Parochial Church Council (PCC) want to erect a single lamp post at the gateway to the church for safety reasons and would like the support of the PC in their 'faculty' application. Councillors resolved that they were very happy to support this application. Clerk to notify the Church Warden.

**Clerk**

**79 Village Planters**

To determine an amended proposal for maintenance of the village planters. Due to family commitments the volunteer has withdrawn their offer to plant the planters. Councillors resolved this work needed immediate attention and requested the Clerk to speak to the Handyman. Funding for the additional work will need to come from contingency.

**Clerk**

**80 Village Sign**

To receive an update on the condition and requirements of any renovation of the village sign and review of location; to approve any actions and associated expenditure.

The clerk has received a revised quote from Maidstone signs.

The Clerk is trying to find the right person at KCC to obtain permission to erect the sign at GBR/DPL/Broomfield Road before submitting an advertising application to MBC Planning.

**Clerk**

**81 Community Centre**

81.1 To receive any update and approve any actions and associated expenditure, it was agreed to hold the next meeting on 6 August at the Village Hall.

81.2 A copy of the amenity consultation survey of residents was provided for the Village Hall Committee who would consult trustees and return comments to the committee in time for the meeting on 6 August. It was agreed that to encourage responses there would be a prize draw.

81.3 An email has been received from the Chairperson of the pre-school wishing to question comments that appeared in the Draft PC minutes of 18 June but the Clerk has had no further response to her reply.

Councillors resolved that once the parish survey was completed users and trustees of the village hall would be invited to contribute to future meetings.

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

***At 9.10p, the Meeting was closed to members of the public for the next item due to the sensitive nature of the business to be conducted.***

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### **Recruitment of Parish Clerk**

To receive update on recruitment progress

82.1 Cllr Darling outlined the applications received and interviews held and as a consequence the Staff Committee recommended that a Clerk and Assistant Clerk be appointed. The costs were outlined and there would be no significant changes. Councillors approved the recommendation unanimously.

82.2 The Staff Committee outlined their recommendation for the recruitment of a New Clerk & Assistant Clerk, councillors resolved unanimously to accept the recommendations and it was agreed that Cllr Darling and the Clerk would visit the potential new Clerk with the offer of the position at the earliest opportunity. It was also recommended and agreed there would be a staggered start between the Clerk and Assistant, dates to be agreed.

It was also discussed that the current Clerk would be asked to stay on in an advisory capacity until March 2019 to enable a smooth transition.

The Clerk will hand deliver letters to the unsuccessful candidates.

**Cllr  
Darling  
/Clerk**

**Clerk**

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### **Reports**

Cllr Clark provided a verbal report on her attendance at an NHS Clinical Commissioning Group Seminar, 22 June 2018, where Local Care Hubs in West Kent were discussed. It was concluded that hubs would work well in urban environments but not in rural communities due to the lack of accessible public transport.

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### **Any Other Information**

Dates for the diary:-

84.1 KALC AGM 17 November 2018 – date for diary

84.2 Annual Clerks Conference - 13 September - Ditton Community Centre

84.3 Annual Finance Conference - 18 October, Ditton Community Centre

General information:-

84.4 Lower Street, Broomfield will be closed for up to 6 days from 30 July for drainage repairs.

84.5 Many complaints received from residents about the changes to the bus service, particularly the lack of notice, the bus stop timetables have now been amended

84.6 Clerk has again reported the bin at Chestnut Drive has been broken away from the railings and requested a floor mounted bin.

84.7 KCC has announced that they will negotiate with Parish & Town Councils who would like to take over the maintenance of highway verges in their areas, the Clerk has made initial enquiries. If agreed KCC would pay the PC an annual sum towards the cost of providing this service.

Correspondence:-

84.8 Letter of thanks received from Chairman, Village Hall Committee for donation

84.9 Letter of thanks received from Kent Air Ambulance for donation

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

- (i) Standing Orders
- (ii) Kerbing at the Village Green, Broomfield
- (iii) Deer Signage for Broomfield Road
- (iv) Welcome New Clerk

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### **Parish Council Meetings**

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

**The next Meeting of the Parish Council will be on Monday 20 August 2018 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.**

There was no further business, Cllr Clark closed the meeting at 10.02pm

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

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