



# Broomfield and Kingswood Parish Council

www.broomfieldandkingswoodpc.kentparishes.gov.uk



## 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 17 September 2018

**Present:** Cllr Tina Clark (Chair); Cllr Mike Darling; \* Cllr Annette Friend  
Cllr Gareth Davies; Cllr Peter Page; Cllr Paul Milton;  
Cllr Tom Hoy; (7)

Gail Gosden – Parish Clerk  
Pam Bower – Clerk in Waiting

There were no 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 7.30pm.

Min No		Action
140	<b>To receive and approve apologies for absence</b> Cllr Lakin – Work Commitments	
141	<b>Councillors Declarations of interest in items on the agenda</b> 121.1 Lobbying - None 121.2 Personal Interest - None 121.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
142	<b>Reports from Representatives of Outside Bodies</b> 142.1 Kent County Council – County Councillor – Maidstone Rural East – Shelina Prendergast <ul style="list-style-type: none"> <li>• Waste Disposal Consultation – Cllr Prendergast stressed the importance of responding to this consultation and requested that the Parish Council submit a response and that she be sent a copy of that response. Cllrs expressed their concerns that fly tipping will increase.</li> <li>• Chegworth Road Improvements – Cllr Prendergast requested the Council to consider again the potential of part-funding the improvements to the Chegworth Road/A20 junction</li> <li>• Maidstone Borough Council’s introduction of the Community Infrastructure Levy (CiL) – Cllr Prendergast expressed her concerns that the charge has not been set high enough and will not be enough to cover all the vital infrastructure works that need to take place. She also raised concerns around the governance of this.</li> <li>• Cllr Prendergast expressed her thanks to the present Clerk for all her work and support over the last 5 years.</li> </ul> 142.2 Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> <li>• Cllr Fort advised that the retrospective planning application for Oaklands is now being managed by a new planning officer at MBC</li> </ul> <p style="text-align: right;"><b>Signed</b> _____</p>	<b>All Cllrs</b>

- The planning application for Redruth, Broomfield Road has been refused by Maidstone Borough Council and is now going to appeal.
- Fly tipping numbers have increased – 568 to date in the Maidstone area.
- The Maidstone Cemetery Chapel is being refurbished.

*County Councillor Shelina Prendergast and Ward Councillor Gill Fort left the meeting at 19:50*

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

124.1 Minutes of Planning Committee Meeting held on 20 August 2018

124.2 Minutes of Parish Council Meeting held on 20 August 2018

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

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

Outstanding items:

Item 129.1 – awaiting notification of Maidstone Borough Council funding

Item 129.3 – still to be completed

All other actions completed.

**Clerk**

**145 Policing**

Crime figures –

31 July 2018, Holly Tree Close – a window broken at a residential property between 05:00 and 05:30.

**146 Finance & Payments of Accounts**

146.1 Bank reconciliations – August 2018 – This was circulated prior to the meeting, agreed by all and signed by Cllr Clark.

146.2 Responsible Finance Officer's report – This item was circulated and retained on file.

146.3 To approve accounts for payment & ratify payments already made – Councillors resolved to approve the accounts for payment & ratified payments already made.

146.4 To receive report on conclusion of Annual Governance & Accountability Return – the conclusion of audit report has been received and there are no issues. The Notice of Conclusion of Audit is now available on the Parish Noticeboards and website.

146.5 To agree transfer of telephone provision – Cllrs resolved that the telephone provision be transferred.

**Clerk**

146.6 The PSS from MBC has been received and shows the Village Hall as an asset of the Parish Council. The Clerk has written to them advising that this is not the case. Cllrs resolved that next year Broomfield Green should also be listed as an asset.

**Clerk**

**147 WW1 Memorial Bench**

To ratify the decision to purchase two benches for installation at the Sports Field – following discussion Cllrs agreed that:

- If possible, one should be placed near the Noticeboard on Cayser Drive and one in the Sports Field. The shop owner to be contacted for permission
- Bolts that cannot be undone to be used
- An item to be included in the next Parish Newsletter
- Kingswood School to be advised that the benches are being purchased.

**Clerk**

**Clerk**

**Clerk**

**Cllr Friend**

**148 Greensand Ridge – Area of Outstanding Natural Beauty (AONB)**

This has not progressed. Cllr Davies to write a letter, on behalf **Signed**

of the Parish Council, to CEO Alison Broom, MBC.

**Cllr  
Davies**

**149 Sports Field**

- 149.1 Update on progress of funding application – the application has been submitted and acknowledged. £20,000 has been applied for.
- 149.2 To consider the installation of a clothing bank – following discussion Cllrs resolved that this was not required and the company to be advised accordingly.
- 149.3 To agree to the Handyman carrying out CCTV checks as part of his weekly inspection – Cllrs resolved that this happen. Handyman to be advised accordingly

**Clerk**

**Clerk**

**150 Broomfield and Kingswood Parish Council Policies and Procedures**

- 150.1 To resolve to adopt amended Standing Orders – these were circulated prior to the meeting, agreed by all and signed by Cllr Clark. Following discussion Cllrs resolved that a letter be sent to NALC asking why the Model Standing Orders are worded as they are.
- 150.2 To review and adopt GDPR Compliancy Statement – this was circulated prior to the meeting, agreed by all and signed by Cllr Clark
- 150.3 To review and adopt Privacy Notice – this to be carried over to the October Parish Council meeting
- 150.4 To review and adopt the Equality and Diversity Policy – these were circulated prior to the meeting, agreed by all and signed by Cllr Clark.

**Clerk**

**Clerk**

*The meeting closed for refreshments at 20:50 and re-opened at 21:00*

**151 Village Sign**

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

- Following discussion Cllrs resolved that the planter at the junction of Duck Pond Lane, Gravelly Bottom Road and Broomfield Road be moved to in front of the finger post and the village sign be erected were the planter was. Village Handyman to be asked to undertake the moving of the planter.
- Maidstone Signs to erect the sign and previously agreed.
- The tree that has been planted behind the finger post to be discussed at the meeting with KCC Highways.

**Clerk**

**Clerk**

**152 Community Centre**

- 152.1 To receive an update on amenity survey - 61 residents have responded to the survey to date
- 152.2 The Post Box keys to be obtained from the Village Handyman
- 152.3 Another email to be sent to residents reminding them to complete the survey
- 152.4 Keith Harrison from ACRK has responded and agreed to set up an information exchange regarding providing space for Pre-school services.

**Clerk**

**Clerk**

**153 Parish Tree Maintenance**

To consider works and expenditure on parish trees at:

- 153.1 The Sports Field – A TPO application still to be submitted
- 152.2 Tall Trees – following discussion Cllrs resolved that a letter be written to the Leaseholder advising that Cllrs have resolved to replace the tree Treecycle to then be asked to provide a cost for supplying and planting a replacement tree.

**Clerk**

**Clerk**

*\*Cllr Friend left the meeting at 21:45*

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

154	<p><b>Reports</b> No reports were presented.</p>	
155	<p><b>Any Other Information</b> 156.1 Gypsy Traveller meeting, 2 October, 19:15 Village Centre, Staplehurst – Cllrs were advised that Cllr Tandy has agreed to attend this meeting. It was suggested that Cllrs prioritise these meetings in future and ensure attendance.</p>	All Cllrs
156	<p>156.2 Pop-up-Café – the Pop-up-Cafe will be in front of the village shop on Thursday, 20 September, 10:30 – 12:30. Cllrs were encouraged to attend.</p>	All Cllrs
	<p>156.3 Staff Committee Meeting – Cllrs resolved that this be held on 16 October, 19:00 at The Whispers, Whitehall Drive.</p>	
	<p>156.4 Sports Field and F&amp;GP Committee Meeting – this meeting is taking place on 29 October, 19.30 at the Village Hall</p>	
	<p>156.5 December Parish Council Meeting – Following discussion Cllrs agreed that a decision be made at the Parish Council meeting in November</p>	Clerk
	<p>156.6 Meeting with KCC Highways, 18 September – following discussion it was resolved that the following should be raised:</p> <ul style="list-style-type: none"> <li>• Resurfacing of Gravelly Bottom Road and the Lenham Road</li> <li>• Temporary measures in place at the junction of Chegworth Road and the M20</li> <li>• Signs ordered in March that have not been put in place</li> <li>• Speed calming measures in the Lenham Road</li> <li>• White lines between Duck Pond Lane and Morry Lane</li> <li>• Cherry Tree by Finger Post</li> </ul>	Clerk
	<p>156.7 Insurance – following discussion Cllrs resolved that the current insurance be amended back to its original cover and that quotes for a Personal Accident and Sickness Policy be considered at the next Staff Committee meeting in October.</p>	Clerk
	<p>156.8 Cllr Email addresses – Cllrs were reminded that in light of GDPR, they need to activate their new Parish Council email address and advise the Clerk accordingly</p>	All Cllrs
	<p><b>Items for next Meeting's Agenda</b></p> <ul style="list-style-type: none"> <li>(i) Insurance Fidelity Guarantee</li> <li>(ii) Parish News</li> </ul>	Clerk
157	<p><b>Parish Council Meetings</b></p> <p><b>The next Meeting of the Parish Council will be on Monday 15 October 2018 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.</b></p>	
158	<p>There was no further business, Cllr Clark closed the meeting at 10.02pm <b>Signed</b>_____</p>	