



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 15 October 2018

Present: Cllr Tina Clark (Chair); Cllr Mike Darling; * Cllr Annette Friend
Cllr Paul Milton; Cllr Tom Hoy; Cllr Janet Tandy (6)

Pam Bower – Parish Clerk
Gail Gosden – RFO

There were 4 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 7.31pm.

Min No		Action
158	To receive and approve apologies for absence Cllr Lakin – Family Commitments Cllr Gareth Davies – Family Commitments Cllr Peter Page – Work Commitments	
159	Councillors Declarations of interest in items on the agenda 141.1 Lobbying - None 141.2 Personal Interest - None 143.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
160	Reports from Representatives of Outside Bodies 160.1 Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies and a report may have been received but due to computer problems, it was not possible to access them. 160.2 Maidstone Borough Council – Ward Councillor – Gill Fort - apologies and a report may have been received but due to computer problems, it was not possible to access them.	
161	Community Centre – Cllr Darling 161.1 To feedback on the results of the survey - Cllr Darling fed back on the results of the survey. The survey results to be sent to the Pre-School and Village Hall Committees and a summary to be printed in the next edition of the Parish News 161.2 Resolve actions and expenditure required as a result of the survey – An Signed _____	Clerk

	<p>extraordinary meeting of the Village Hall Committee to be convened and to take place before the Parish Council Finance and General Purpose Committee meeting on 29 October. A letter to be sent to Emma Hickling, Executive Headteacher, Kingswood Primary School, offering Parish Council support for siting the Pre-School on the Primary School premises.</p> <p>161.3 To determine any precept requirements for 2019/2020 – this to be discussed at the Finance and General Purpose Committee meeting on 29 October.</p> <p>Cllr Hoy recommended that alternate properties for the purpose of a Parish Council Office should be investigated.</p> <p>RFO supplied information to Councillors regarding the procedures that are mandatory should a purchase loan be required and advised Councillors that due to the need to set the 2019/20 precept very soon, these details needed immediate consideration should any actions be required in the next financial year.</p> <p><i>* Cllr Friend joined the meeting at 19:54</i></p>	<p>Cllr Darling</p> <p>Clerk</p> <p>RFO</p>
<p>162</p>	<p>WW1 Memorial Bench</p> <p>162.1 To ratify decision to place 1 bench in the Sportsfield and 1 by the Noticeboard in Cayser Drive – whilst permission had been granted to place one bench near the noticeboard in Cayser Drive, concerns had been raised by a resident about potential anti-social behaviour. Following discussion Cllrs resolved to place both benches in the Sportsfield. The Handyman, the resident and the owner of the land by the noticeboard to be advised.</p> <p>162.2 To resolve if a ceremony should take place to mark the occasion – Cllrs resolved that a short ceremony would take place in the Sportsfield on the afternoon of 11th November. Cllr Clark agreed to organise.</p>	<p>Clerk</p> <p>Cllr Clark</p>
<p>163</p>	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council held on: -</p> <p>163.1 Minutes of Parish Council Meeting held on 17 September 2018</p> <p>163.2 Minutes of Planning Committee Meeting held on 1 October 2018</p> <p>163.3 Minutes of Community Centre Committee Meeting held on 1 October 2018</p> <p>The above minutes were all approved as a true record and signed by Cllr Clark.</p>	
<p>164</p>	<p>Actions and Outcomes</p> <p>All actions completed or in progress.</p>	
<p>165</p>	<p>Policing</p> <ul style="list-style-type: none"> - Wednesday 10 October around 3.47pm in Chartway Street the front of a vehicle was damaged when a person in a vehicle travelling the other way threw an apple out of the window. Crime Report No: YY/036872/18 – posted 2018-10-11 - Wednesday 10 October between 4:00pm and 4:35pm in Chartway Street. A windscreen of a vehicle was damaged when a person threw an object at it. <p style="text-align: right;">Signed _____</p>	

	<ul style="list-style-type: none"> - The owner of the vehicle pursued the suspect as they were in the car at the time of the incident. Crime Report No: YY/035194/18 – Posted - Wednesday 26 September between 9:50pm and 10:50pm in Lenhan Road. The rear window of a parked vehicle was smashed. Nothing was stolen. Crime Report No: YY/035194/18 – Posted 2018-09-28 - Wednesday 26 September around 9:32 in Cayser Drive. A rear window of a vehicle was smashed whilst it was parked on a resident’s driveway. 	
166	<p>Finance & Payments of Accounts</p> <p>166.1 Bank reconciliations – September 2018 – This was circulated prior to the meeting, agreed by all and signed by Cllr Clark.</p> <p>166.2 Responsible Finance Officer’s report – This item was circulated and retained on file.</p> <p>166.3 To approve accounts for payment & ratify payments already made – Councillors resolved to approve the accounts for payment & ratified payments already made. The RFO was asked to investigate the bills from B J Hardy and the Clerk was asked to contact the Parish Church Commissioners and the RFO to contact a previous clerk re Broomfield green.</p> <p>166.4 To approve continued donation to RBLI for commemorate wreath – Cllrs resolved to continue the donation. Cllrs resolved that next year a ‘B’ wreath should be ordered.</p> <p>166.4 Parish Service Scheme- Cllrs were advised that the error in registering community assets at MBC for the purpose of the Parish Service Scheme has been amended.</p>	<p style="text-align: center;">RFO</p> <p style="text-align: center;">Clerk/RFO</p> <p style="text-align: center;">Clerk</p>
	<i>The meeting closed for refreshments at 20:45 and re-opened at 20:57</i>	
167	<p>Sports Field</p> <p>167.1 Update of Sports Field Funding – Cllrs extended their thanks to Gail Gosden for her work in securing funding of £20,000 from Maidstone Borough Council towards equipment and repairs to the Sports Field.</p> <p>167.2 Confirmation of equipment to be ordered – Cllrs resolved that the existing list of equipment be purchased and that a third gate/entrance to the play area also be installed.</p> <p>167.3 Acceptance of offer and approval of conditions of SIPS Grant Funding and signature – Cllrs resolved to accept the grant and approved the conditions of the grant. Cllr Clark signed the appropriate letter.</p>	
168	<p>Village Sign</p> <p>To resolve the siting of the village sign and any additional expenditure – Cllrs resolved that the sign be placed to the right of the finger post at the junction of Broomfield Road, Gravelly Bottom Road and duck Pond Lane. The Village Handyman to be advised accordingly. Cllrs also resolved that the Cherry Tree planted by Highways Soft Landscaping team be moved to Broomfield Green.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
169	<p>Broomfield and Kingswood Policies and Procedures</p> <p>169.1 To review and adopt Privacy Notice – having previously been circulated Signed _____</p>	

	and agreed the Privacy Notice was signed by Cllr Clark.	
170	Insurance Fidelity Guarantee – Cllr Darling Cllrs were advised that the Parish Council has an Insurance Fidelity Guarantee. Quotes are being obtained for Personal Accident Insurance.	
171	Parish News – RFO - Cllrs resolved that the next issue of the Parish News should be delivered by the postman and that some extra copies should be printed and placed by the post office in the village shop. - Cllrs resolved that this Christmas issue should have a glossy colour cover. - Cllr Darling agreed to look into advertising in the Parish News. The RFO to advise the costs.	RFO Cllr Darling/RFO
172	Councillor Membership of Planning Committee 173.1 To review and resolve membership of the Planning Committee – Attendance at Committees needs to be considered in order to ensure that there is an adequate number of Cllrs present at the meetings. Following discussion, it was resolved that all Cllrs should re-read their copy of the Good Councillor Guide re attendance at meetings.	All Cllrs
173	Reports 173.1 Feedback from Gypsy Traveller follow-up meeting – the minutes taken by the Staplehurst Parish Clerk were noted. Cllr Tandy apologised for not being able to attend. 173.2 Feedback from meeting with KCC Highways – Cllrs were advised that Martin Taylor-Smith from KCC Highways Asset Management had spoken to the owner of the property with the overhanging hedge, who had advised that it would be rectified under their planning application. Cllrs Davies email regarding a speed sign would be considered at the next Parish Council meeting in November. Cllr Davies to be advised. 173.3 Feedback from Maidstone KALC Area Committee Meeting – An email should have come out re the 2 Parish Council consultations taking place. The Clerk was asked to ascertain if they are happening.	Clerk Clerk
	<i>* Cllr Friend left the meeting at 21:45</i>	
174	Any other information 174.1 Letter to NALC re Standing Orders – as no response has been received to date the Clerk was asked to go back and ask for a response. 174.2 Letter re Waste Recycling Consultation – Cllrs were advised that the letter was sent, a submission on behalf of the Parish Council done on line and a copy of the letter sent to Shellina Prendergast. 174.3 Big Conversation Programme – Cllrs were advised that a place has been requested for Cllr Clark. Cllrs were reminded that this can also be watched via the KCC webcast. 174.4 KCC Highways, Transportation and Waste Parish Seminar, 02.11.18 – Cllr Clark to attend. Clerk to notify accordingly. Signed _____	Clerk Clerk

	<p>174.5 2019 KALC Community Awards Scheme – Cllrs resolved that a Gail Gosden should be nominated. Clerk to action.</p> <p>174.6 KCC Stoptober Campaign – Cllrs noted the campaign and asked that future notification emails be marked as ‘For Information’ or ‘For Action’.</p> <p>174.7 Memorial Wreath for Remembrance Day Service – Cllr Page to be asked if he would attend a lay the wreath.</p> <p>174.8 Kent Police Rural Liaison Team Report – this to be forwarded to Cllrs if there is anything relevant to the local area.</p> <p>174.9 UK Power Network Roadshows – Cllrs unable to attend</p> <p>174.10 KALC Annual General Meeting 17.11.18 – The Chairman advised that she is unable to attend. Clerk to email Cllrs to ascertain if anyone can attend and if not the Vice Chair to be asked to attend.</p> <p>17.11 Pop-up Café – Cllrs were advised that the last Pop-up Café will be in front of the village shop on Thursday 18 October, 10.30 – 12.30.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
175	<p>Items for next agenda</p> <ul style="list-style-type: none"> - Community Centre - Precept - Resolution re December meeting of Parish Council 	Clerk
176	<p>Parish Council Meetings</p> <p>The next Meeting of the Parish Council will be on Monday 19 November 2018 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.</p> <p>There was no further business, Cllr Clark closed the meeting at 10.02pm</p> <p style="text-align: right;">Signed _____</p>	