



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 19 November 2018

Present: Cllr Tina Clark (Chair); Cllr Mike Darling; * Cllr Annette Friend
Cllr Gareth Davies; Cllr Janet Tandy; Cllr Steve Lakin;
Cllr Peter Page (7)

Pam Bower – Parish Clerk
Gail Gosden – RFO

There were 7 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
193	To receive and approve apologies for absence Cllr Tom Hoy – Family Commitments	
194	Councillors Declarations of interest in items on the agenda 194.1 Lobbying – None 194.2 Personal Interest - None 194.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
195	Reports from Representatives of Outside Bodies 195.1 Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies received. <ul style="list-style-type: none">• Cllr Prendergast had advised that she had spoken to the RFO regarding the issues with the highways works that have been funded by the Parish Council and her members grant and was aware that the RFO is due to meet with Jennie Watson from Kent Highway Services in January to discuss further.• The most important current item for Broomfield and Kingswood Parish is the outcome of the bus summit, and she is delighted that one of the chosen pilots is here in Maidstone and will benefit the local villages in this area. Cllr Prendergast was aware of the meeting at Sutton Valence Village Hall to outline the terms of reference etc and was pleased that there would undoubtedly be representation <p style="text-align: center;">Signed _____</p>	

	<ul style="list-style-type: none"> • from Broomfield and Kingswood Parish Council. Cllr Prendergast has asked Officers to investigate the possibility of incorporating a school service within this pilot as she is concerned that our young children are catching the school bus before 7am and have a journey time of over an hour and a half. <p>195.2 Maidstone Borough Council – Ward Councillor – Gill Fort.</p> <ul style="list-style-type: none"> • Maidstone Borough Council’s Strategic Plan - Parish Councils were invited to a workshop to formulate the Strategic Plan and Vision Statement. Maidstone is aiming for a vibrant and prosperous 21st Century community and is concerned about environmental qualities, safety and homes and the community. • Judicial Review – the Judge has restricted any grounds that Maidstone want to challenge from 6 to 3 and it is hoped that there will be an out of court settlement. Maidstone rate payers are paying for the costs of both sides. • Maidstone Relief Road – KCC will move to the next stage at the end of the year if the relief road proves to be viable. Currently there are a lot of problems in terms of road works. • Fly Tipping - this is still a big issue. KCC is looking to charge residents who want to take building rubbish to Tovil. Cllr Fort has objected to this plan. • Play Equipment – Cllr Fort was reassured that the grant has been received by the Parish Council. 	
<p>196</p>	<p>Pre-School and Kingswood Primary School</p> <p>To discuss the potential siting of the Pre-school on the Primary School site and support that could be offered by the Parish Council</p> <ul style="list-style-type: none"> • The results of the village survey indicated that there was not huge support for extending or building a new village hall and as a result the Parish Council were considering how they might support the pre-school to move to the Primary School site. <p>Cllrs were advised by the Primary School Executive Headteacher that this is unlikely to be possible. The primary school land is KCC’s land and all the classrooms are in use. There would therefore need to be an extension built and KCC would not grant permission for this as the school does not have a maintained nursery.</p> <ul style="list-style-type: none"> • The pre-school had handed out a questionnaire and 24 were completed. Out of those 87% were from parents who had children currently attending. 41% stated they would prefer the pre-school to offer a full day and 50% wanted a combination of full and half days. 95.8% said they would like an all-day session on a Friday. Currently the preschool can only offer 4 morning sessions and 1 full day. • Ulcombe Village Hall was suggested as an alternative venue to Kingswood but there were concerns that most children attending the pre-school live in Kingswood. • Some form of pre-fab building on the primary school field might be a possibility. <p>Following discussion, Cllrs resolved that:</p> <ul style="list-style-type: none"> • The Parish Council would write to Jared Nehra, KCC Area Education <p style="text-align: center;">Signed _____</p>	<p style="text-align: right;">Clerk</p>

	<p>Officer offering their support for a move of the pre-school to the primary school</p> <ul style="list-style-type: none"> • Cllr Darling would provide funding information to the pre-school upon request • Pre-school would contact Ulcombe Village Hall • Pre-school to further question the Village Hall Committee about having a Friday slot 	<p>Cllr Darling Amend Pre-school Pre-school</p>
197	<p>Teenagers and Bus Issues – Cllr Friend</p> <p>Cllrs to resolve how the concerns of village teenagers re the bus service can be addressed</p> <ul style="list-style-type: none"> • People in the village are concerned about the length of the school bus journey and the fact that the buses are often late. Children are waiting up to 2 hours for the bus in the morning and arriving late home at the end of the school day. In addition, the buses used are old and dirty. • The Chairman reported that she had attended a meeting re the pilot bus scheme where they were advised that efforts are being made to alter the route back to what it was and remove the journey to Coxheath. She had raised these concerns with Steve Pay, KCC's Transport Integration Manager, and he had advised that whilst KCC do not run the buses he would talk to them. <p>Following discussion Cllrs resolved that:</p> <ul style="list-style-type: none"> • Parents would write letters, along with the Heads of the relevant schools • The letters should be collated and forwarded to the Parish Clerk. • The Parish Council would write a covering letter and send the pack to Arriva. 	<p>Parents</p> <p>Parents Clerk</p>
198	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council held on: -</p> <p>198.1 Minutes of the Parish Council Meeting held on 15 October 2018 198.2 Minutes of Planning Meeting held on 15 October 2018 198.3 Minutes of Planning Meeting held on 29 October 2018 198.4 Minutes of Sport Field Committee meeting held on 29 October 2018 198.5 Minutes of F & GP Committee Meeting held on 29 October 2018 198.6 Minutes of Staff Committee Meeting held on 07 November 2018</p> <p>The above minutes were all approved as a true record and signed by Cllr Clark.</p>	
199	<p>Sports Field – RFO</p> <p>To review and confirm final proposal of work to be carried out under Phase 2 of Sports Field facilities (including play equipment)</p> <p>199.1 £20k match funding has been received from Maidstone Borough Council. Some of the cost of the shading around the picnic benches will need to come out of this £20k match funding with the balance being funded from the Sports Field budget. Now is the best time to plant the trees. It was resolved that Cllr Friend and the RFO would assess the best place for the trees to be planted in the field so that they provide shade but do not impede the CCTV cameras.</p> <p>199.2 TPO application – Ulcombe PC have not raised any objections. Cllrs resolved that the work should proceed immediately MBC grant</p>	<p>Cllr Friend/RFO</p> <p>RFO</p>

	Signed _____	
	<p>permission.</p> <p>199.3 Active Places Data Platform – following discussion Cllrs resolved that the sports field should not be registered in this platform.</p> <p>199.4 Sports Field Gate – a resident opens and closes the gate on behalf of the Parish Council but if there are cars in the car park when he goes to close it then he leaves it open. Following discussion Cllrs resolved that a sign should be put up as part of the Sports Field refurbishment saying that the car park is open from dawn to dusk. Cllrs also resolved that the opening and closing of the gate should be considered when the Parish Council draws up its Action Plan for 2019/20</p>	<p>RFO</p> <p>Clerk</p>
200	<p>Actions and Outcomes</p> <p>All actions completed, on the agenda or in progress.</p>	
201	<p>Policing</p> <p>201.1 Crime figures</p> <ul style="list-style-type: none"> • Between 18:00 on 18.10.18 and 11:30 pm on 19.10.18 – Approx. 44ft of Aluminium cross-bends and sides stolen from a large field in Gravelly Bottom Road • A stone was aimed at the Broomfield Notice Board and broke the toughened glass. A polycarbonate replacement has been ordered from Maidstone Glass. • A ball bearing was catapulted into the front window of a resident on Broomfield Road and broke the window • A van was broken into in Cayser Drive and tools stolen <p>201.2 Numerous spam phone call are being received by residents</p>	
202	<p>Finances & Payments of Accounts - RFO</p> <p>202.1 Bank reconciliations – October 2018 – This was circulated prior to the meeting, agreed by all and signed by Cllr Page.</p> <p>202.2 Responsible Finance Officer’s report – This item was circulated and retained on file.</p> <p>202.3 To approve accounts for payment & ratify payments already made – Councillors resolved to approve the accounts for payment & ratified payments already made. A query was raised regarding the procedure for referencing payments made to the cheque book. Cllrs agreed to consider the Financial Regulations re this point.</p> <p>202.4 To review budget proposals and determine Precept for 2019/20 – Following discussion Cllrs resolved that the precept be increased by 2% for 2019/20 and that the contingency would be raised to £20,000.</p> <p>202.5 Cllrs were advised that the Nationwide Bank are querying receipt of the letter requesting a transfer from the Business 95 Saver Account to the Issue 6 version. As requested by the bank Cllrs signed a copy of the letter originally sent.</p> <p>202.6 An updated signatory bank mandate for Unity Trust Bank was agreed and signed.</p> <p>202.7 Cllrs were advised that Pension contributions would increase from 6 April 2019 to a minimum of 3% from the employer and 5% from the employee.</p>	<p>Cllrs</p> <p>RFO</p>

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		<i>The meeting closed for refreshments at 20:50 and re-opened at 20:59</i>	
203	<p>Community Centre Update</p> <p>203.1 Feedback on Extraordinary Village Hall Committee meeting - Cllrs were advised that whilst the Village Hall Committee would consider extending the store room to the width of the building and up to the roof level, the Parish Council would have to guarantee to pay a yearly amount until the loan for the extension was paid off. The extension would be owned by the Village Hall Committee. Cllrs agreed this did not make good business sense for the Parish Council.</p> <p>203.2 Resolve if the Parish Council should consider purchasing a property for use as a Parish Office - If a property in the village was purchased It would be a Parish asset and could be used as a Parish Office and also provide a meeting room that could be let out when not being used by the Parish Council. A pop-in coffee shop could also be provided. Following discussion Cllrs resolved that somewhere does need to be found for the Parish Office. The Council resolved to write to a local business expressing an interest in the premises if it should come on the market.</p> <p>203.3 Resolve to disband the Community Centre Committee and instigate a new Parish Office Committee</p> <ul style="list-style-type: none"> • Cllrs unanimously resolved to dissolve the Community Centre Committee with immediate effect. • Councillors unanimously resolved to form a new committee to investigate the viability of acquiring premises for a Parish Council Office, namely Parish Council Office Committee (PCOC). • Councillors determined to elect the Chairman for the Parish Council Office Committee, Cllr Tandy proposed Cllr Darling and Cllr Darling accepted the nomination, which was then seconded by Cllr Davies and agreed unanimously. • The inaugural meeting of the PCOC would be on 07 January 2019. 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>	
204	<p>GDPR Actions</p> <p>204.1 Update re Cllr email addresses – Three Councillors are still to action their new Cllr email address. Cllrs to advise the Clerk when this has been done.</p> <p>204.2 Resolve to agree to paperless working – Cllrs resolved to work towards paperless working.</p> <p>204.3 Town and Parish Website information – Cllrs resolved to use GDPR compliant contact details on the parish website. Clerk to instigate. Cllrs resolved not to use social media apart from the existing Kingswood and Broomfield Swap Shop as appropriate.</p>	<p style="text-align: center;">Cllrs</p> <p style="text-align: center;">Clerk</p>	
205	<p>Broomfield and Kingswood Policies and Procedures</p> <p>205.1 To review and adopt Broomfield and Kingswood Parish Council Risk Assessment – As not all Cllrs had been able to read this it was deferred to the next Parish Council meeting. Cllr resolved to read it and send any comments to the Clerk.</p>	<p>Clerk All Cllrs.</p>	

Signed _____		
206	<p>CCTV – Cllr Darling</p> <p>206.1 To resolve if Wi-Fi should be installed to enable CCTV to be viewed from anywhere – Cllrs resolved that Wi-Fi should not be installed as it is too expensive. CCTV company to be advised. Cllrs resolved that in view of this the Village Handy man should be asked to do regular checks</p>	Clerk Clerk
207	<p>Speed Sign on the Lenham Road – Cllr Davies</p> <p>207.1 Cllrs to resolve if enquiries should be made re the siting of a speed sign on the Lenham Road – Following discussion Cllr Clark agreed to contact KCC Highways about what the Parish Council are able to do.</p>	Cllr Clark
	<i>* Cllr Friend left the meeting at 22:02</i>	
208	<p>Improvements to Chegworth Road/A20 junction</p> <p>208.1 To resolve if the Parish Council will part fund the improvements to this junction – Following discussion Cllrs resolved not to part fund this as there is no the budget to cover the cost and it would not be of particular benefit to the Parish. Clerk to notify Cllr Prendergast</p>	Clerk
209	<p>Street Closure Notifications</p> <p>209.1 To resolve area for forwarding Street Closure Notifications – Cllrs resolved that street closure notifications should be forwarded to Cllrs and residents if the directly affect roads within the parish or other major areas like Headcorn Railway Station and the M20.</p>	Clerk
210	<p>Pensioners Outing</p> <p>210.1 Due to lack of support, Cllrs to resolve if Parish Events should replace the Pensioners Outing – Following discussion this was agreed. A summer event in the Sports Field and a more formal event to be considered as part of the Council’s Action Plan for 2019/20.</p>	Clerk
211	<p>Broomfield Green</p> <p>211.1 To receive an update on ownership/responsibility for Broomfield Green and resolve how this is moved forward – Cllrs were advised that the area is not currently registered to anyone. The Clerk and Cllr Hoy have spoken to the Diocese of Canterbury who have advised that they are talking to lawyers about several areas of land adjacent to churches that are not registered. Cllrs resolved that if the Church do not want to register the land then the Parish Council register it if possible. If the Church does register the land, then the Parish Council will continue to fund the cutting of the grass. Cllr Hoy to advise the Diocese of Canterbury accordingly.</p> <p>211.2 To receive an update on works to be carried out at Broomfield Green and resolve that the Village Handyman undertakes the work – Cllrs were advised that the wall behind the well is not the responsibility of the Parish Council. In addition, the sign is in good working order. Cllrs agreed that the Handyman should be asked to undertake the repair works to the stone wall in front of the seat and noticeboard and if he is unable to complete the work himself then three quotes be obtained from other contractors.</p>	Cllr Hoy Clerk

Signed		
212	<p>Reports</p> <p>212.1 Feedback from Big Conversation, 30.10.18 – Cllr Clark Cllr Clark advised that the pilot will commence in June 2019 and there will be a public consultation in January 2019. There will be potentially 6 return journeys a day. Residents will be picked up and the buses will terminate at Morrisons. Residents will be able to transfer to other buses and the initial ticket will be honoured. On-going reviews will take place during the pilot and it important that these buses are used. Bus passes will be honoured. The school buses will still run.</p> <p>212.2 Feedback from Maidstone’s Draft Strategic Plan Consultation with Parishes, 25.10.18 – Cllrs Hoy and Clark. Cllrs felt this was not a good use of time. Many delegates felt that MBC policies tend to be more suited to urban situations even though over 50% of the borough’s residents live in rural communities. Delegates were also concerned about the amount of taxpayer’s money being spent by MBC vis judicial review on fighting the use of S106 monies.</p> <p>212.3 Feedback from KCC Highways, Transportation& Waste Parish Seminar 02.11.18 – Cllr Clark This was a positive meeting. Highways do realise there is a problem re potholes and are doing their best to fix them with limited resources. It was suggested that if anyone has an idea that might work for all parishes then they let Highways know.</p>	
213	<p>Any other Information</p> <p>213.1 Response from NALC re Standing Orders letter – to resolve if any further action is needed – Cllrs resolved that no further action is needed.</p> <p>213.2 Act E-Learning counter terrorism training – Cllrs resolved that they would not undertake this training.</p> <p>213.3 Pop-up Café – email/letters of thanks sent – Cllrs noted the email of thanks to Action for Rural Communities in Kent and thank you letter to Praba and the village shop.</p> <p>213.4 Cllr Attendance Record – Cllrs noted the Parish Council’s meeting attendance record which will kept updated by the Clerk</p> <p>213.5 Greensand Way – response from MBC to Parish Council – Cllrs noted the letter from MBC</p> <p>213.6 O2 Update, Cllr Milton – as Cllr Milton was not present this was deferred to the next Parish Council meeting.</p> <p>213.7 The Clerks magazine and Adams Ask – <i>‘Parish, community and town councils often spend a lot of energy on planning issues. Should determining planning applications be left to professionals to input, or for parish councils to butt out, or do we add something useful to the development management system’</i>. Following discussion Cllrs agreed Parish Councils provide valuable local knowledge about planning applications and should continue to be involved. It is a shame however when the Borough Council does not heed this local insight. Cllrs would gain professional input and advise if a planning application was particularly contentious. Clerk to respond accordingly.</p> <p>213.8 Kent CAN CIC – Cllr noted their letter advising that they will cease to exist from 9 November 2018.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	Signed _____	
	<p>213.9 KCC's Community Transport Grants Scheme – Following discussion Cllrs resolved that this was not something that could be pursued by the Parish Council.</p> <p>213.10 Christmas Lunch for Parish Residents – Cllrs resolved that this should be considered when producing the Council's Action Plan for 2019/20.</p> <p>213.11 Donations to Kingswood Primary School PTA – Cllr Friend –KALC has advised that whilst the Parish Council can contribute to the PTA if it is registered as a charity, care needs to be taken to ensure that they are not receiving funds from other sources. As Cllr Friend was not present it was resolved that this should be discussed at the next Parish Council meeting.</p> <p>213.12 Clerks Monthly Update – the Clerk suggested that this should be a regular agenda item at Parish Council meetings. This month the Clerk had received:</p> <ul style="list-style-type: none"> • An email regarding the Kingswood Christmas Tree Signs that have been put up around the village and are obstructing visibility at road junctions • An email regarding a large lorry using Broomfield Road • An email regarding rubbish dumped around the Scout Hut • A tel call regarding the new benches in the Sports Field • Atel call from the PCSO regarding the torched car in the field at the junction of Duck Pond Lane and Chartway Street. <p>Cllrs resolved that this should be a regular agenda item.</p> <p>213.13 Thank you note – Cllrs were reminded that a thank you note should be sent to the resident who looked after the planters. The issue of thank you notes to be added to the Parish Councils Action list for 2019/20</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>
214	<p>Items for next agenda</p> <ul style="list-style-type: none"> - Broomfield and Kingswood Risk Assessment - O2 update – Cllr Milton - Donations to Kingswood Primary School PTA – Cllr Friend - Action Plan for 2019/20 - Precept 	Clerk
215	<p>December 2018 Parish Council Meeting</p> <p>To resolve if there should be a meeting of the Parish Council in December – Cllrs resolved that a meeting was not necessary.</p>	
215	<p>Parish Council Meetings</p> <p>The next Meeting of the Parish Council will be on Monday 21 January 2019 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.</p> <p>There was no further business, Cllr Clark closed the meeting at 10:47</p> <p style="text-align: right;">Signed _____</p>	