



# 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, Kingswood on Monday 18 February 2019

**Present:** Cllr Tina Clark(Chair); Cllr Tom Hoy; Cllr Peter Page; Cllr Paul Milton,  
Cllr Janet Tandy; Cllr Gareth Davies (6)

Pam Bower – Parish Clerk

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 19:01

Min No	Item	Action
291	<b>To receive and approve apologies for absence</b> Cllr Mike Darling – Illness Cllr Steve Lakin – work commitments Gail Gosden, RFO – family commitments Cllr Gill Fort – family commitments	
292 292.1 292.2 292.3	<b>Councillors Declarations of interest in items on the agenda</b> 292.1 Lobbying – None 292.2 Personal Interest – Cllr Clark declared a personal interest in Item 298.9 292.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
293 293.1	<b>Reports from Representatives of Outside Bodies</b> Kent County Council – County Councillor – Maidstone Rural East –Shellina Prendergast <ol style="list-style-type: none"><li>1. KCC held their Budget Council meeting on 14 February and agreed a 4.9% rise in Council Tax which means that a Band C property would pay £1155/annum. 2.9% of that rise is the maximum allowed without a referendum with the remaining 2% being an Adult Social Care Levy (an additional levy councils can raise from Council Tax to support Adult Social Care spending).</li><li>2. Young Person's Bus Pass – The cost will be increased from £290 to £350. Cllrs were reminded that Kent is the only Council outside of London that offers this and the actual cost is in the order of £850/year.</li><li>3. KCC is investing £96m in Highways in addition to the £28m that came from the Department of Transport at the end of September to facilitate getting the roads Brexit ready. Some of this money has been used to resurface and reline the A20 at Chegworth Road.</li><li>4. Bus Consultation – Cllrs were reminded that this consultation finishes at midnight on 19 February and Cllr Prendergast requested that residents be encouraged to respond.</li></ol>	

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

293.2	<p>5. Arriva</p> <ul style="list-style-type: none"> <li>• Cllr Prendergast advised that she had met with Arriva last week and they had promised to look into vehicle reliability.</li> <li>• Helen Whately, MP, will be calling for a meeting with Arriva.</li> <li>• Arriva are now allowing 45 mins to ensure that the buses arrive at Grafty Green in time in the morning.</li> <li>• Arriva do not have a dedicated driver for the service but are looking at putting one in place.</li> <li>• They are also considering a communication route with Parishes and parents if the bus is not going to be able to turn up.</li> <li>• Arriva have advised they would need 100% uplift in the number of young people using the bus to be able to reroute the service from Coxheath.</li> <li>• The No.12 bus cannot be used as a school bus as it is already at capacity.</li> </ul> <p>6. Judicial Review – this will now take place on 21 March.</p> <p>7. Highway issues – Cllr Prendergast requested that residents use the Highways Portal to report issue with roads instead of emailing her direct.</p> <p>8. Speed limit in Harrietsham – a query was raised as to whether this is going to be reduced to 30mph. Cllr Prendergast advised that it is highly unlikely as it is a strategic route.</p> <p>Maidstone Borough Council – Ward Councillor – Gill Fort – apologies received and no report provided.</p>	
294 294.1	<p><b>Planning Applications</b></p> <p>The following Planning Application to be considered and resolved: Application: 18/505973/AV Proposal: Advertisement consent for the retention of 1 No. handing signs to support customers and deliveries in locating the business, and to advertise produces and services.</p> <p><b>Location: Advert At Homestead Works, Gravelly Bottom Road, Kingswood, Kent</b></p> <p style="text-align: right;"><b>APPROVED</b></p> <p>Councillors approved this application and do not wish it to go to Planning Committee. They do request however that their concerns are noted about other signs, such as the one at the junction with Gravelly Bottom Road, Broomfield Road and Duck Pond Lane that may not have planning permission.</p>	
295	<p><b>Planning Outcomes (for report only)</b></p> <p>279.1 Application No: 18/506491, 3 Kingsbroom Court, Kingswood, Maidstone, Kent – Erection of a detached dwelling Application Refused: 15.02.19</p> <p>279.2 Application No: 18/506566, Leeds Castle, Ashford Road – creation of 3 no. 100sqm ponds to provide Great Crested Newt habitat Application Permitted: 15.02.19</p> <p>279.3 Application: 18/506484/TPOA Proposal: Reduction in size of stems of multiple trees with TPOs <b>Location: 5 Holly Tree Close, Kingswood, Maidstone, ME17 3QJ</b> Application Permitted: 06.02.19</p> <p>279.4 Ridge Golf Course – Cllrs were advised that permission was granted for the new car park lights.</p> <p style="text-align: center;">Signed _____</p>	

<p><b>296</b></p> <p>296.1</p> <p>296.2</p> <p>296.3</p> <p>296.4</p>	<p><b>To approve the minutes of the meetings of Broomfield &amp; Kingswood Parish Council</b></p> <p>Minutes of Planning Meeting held on 19 November 2018 Minutes of Planning Meeting held on 19 November 2018 were approved as a true record and signed by Cllr Clark</p> <p>Minutes of Parish Council Meeting on 21 January 2019 Minutes of Parish Council Meeting on 21 January 2019 were amended to show that the RFO had given her apologies for the meeting. The amendment was initialled by the Chairman and the minutes were then approved as a true record and signed by Cllr Clark</p> <p>Minutes of Parish Council Meeting held on 04 February 2019 Minutes of Parish Council Meeting held on 04 February 2019 were amended, and initialled by the Chairman, to show that under item 288.4, only the fence had been installed in the Sports Field and not the gate which was due to be installed but had been delayed due to a change in the weather. The minutes were then approved as a true record and signed by Cllr Clark</p> <p>Minutes of the Parish Council Office Committee Meeting held on 4 February 2019 Minutes of the Parish Council Office Committee Meeting held on 4 February 2019 are subject to amendment to show that Cllr Darling was the Chair of the meeting and not Cllr Davies. The minutes will be on the agenda for approval at the Parish Council meeting on 18 March when Cllr Darling will be in attendance.</p>	
<p><b>297</b></p> <p>297.1</p>	<p><b>Actions &amp; Outcomes (for report only)</b></p> <p>Action 149.3 – This is still outstanding. Following discussion Cllrs requested that the Clerk source alternative support for the CCTV in the Sports Field</p> <p>Action 253.3 – MBC Strategic Plan – Cllr Fort was unable to attend this meeting so could not provide an update.</p> <p>Action 267.1, Broomfield Green, is now complete</p> <p>Action 269, Dynamic Councillor Course, is now complete. Clerk to contact KALC to ascertain the cost of the course.</p> <p>Action 279.4, Ridge Golf Course. This action is now complete, the Clerk having updated Cllrs at this meeting.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>298</b></p> <p>298.1</p> <p>298.2</p> <p>298.3</p> <p>298.4</p> <p>298.5</p>	<p><b>Finances and Payment of Accounts - RFO</b></p> <p>Bank reconciliation – November and December 2018 and January 2019 - These were circulated prior to the meeting, agreed by all and signed by Cllr Clark.</p> <p>Responsible Finance Officer's report – This item was circulated and retained on file</p> <p>To approve accounts for payment &amp; ratify payments already made - Councillors resolved to approve the accounts for payment &amp; ratified payments already made.</p> <p>To ratify the payment for the repair of the Broomfield Green damaged notice board – Cllrs ratified this payment.</p> <p>To agree to pay for hall hire for KCC Bus Consultation event, 09/02/2019 – Cllrs resolved to make this payment</p> <p style="text-align: right;"><b>Signed</b> _____</p>	

298.6	To agree rent for Tall Trees tenants including RPI increase as per lease agreement for 2019/20 – Cllrs agreed the rent increase.	
298.7	To agree to cancel cheque 183 – issued on 25/04/2018 – Cllrs agreed that this cheque should be cancelled. Cllr Page to speak to Judi Taylor re issuing a new cheque to the value of £50.	<b>Cllr Page</b>
298.8	To discuss and agree equipment for replacement RFO including telephone provision	
	Printer – following discussion Cllrs agreed in principle that the new RFO could use her own printer subject to it being a suitable model. Current RFO to investigate.	<b>RFO</b>
	Telephone provision - Cllr resolved that the Clerk should retain the mobile and also have the landline provision. The new RFO should be provided with a mobile. Current RFO to instigate.	<b>RFO</b>
298.8	PSS Grant 2019/20 – Cllrs noted the increase of £160 in the PSS Grant for 2019/20. Cllrs also noted that there is no longer a regular annual amount for notice boards and that a fund of £2500 has been established from which parishes can apply for a grant as and when noticeboards require replacing. As the noticeboard at Broomfield Green needs replacing the Clerk was asked to apply for a grant to fund this.	<b>Clerk</b>
298.9	To agree a donation for the Twinning Group – Cllr Clark Cllrs resolved that a donation of £100 be made to the Twinning Group to help towards the cost of hosting a group that is coming over from Colorado, USA on 10 November 2019. This represents an opportunity to build bridges between the two countries and residents will have the opportunity to attend the planned event.	<b>RFO</b>
<b>299</b>	<b>Policing</b>	
299.1	Crime Figures	
	On Thursday 14th of February between 5:58pm and 6:10pm in Ashford Drive. Something was thrown at a garage door causing some damage. Crime Report No. 46/30206/19 - Posted 2019-02-17	
	Between 7:00pm on Friday 18th of January and 10:45am on Saturday 19th of January in Gravelly Bottom Road. Conifer trees have been stolen from outside a property. Crime Report No. 46/27114/19	
	On Friday 1st of February between 3:00am and 10:32am in Chartway Street. A break in occurred in a workshop triggering the alarm. Entry was gained but nothing has been reported stolen. Crime Report No. 46/23463/19	
	On Sunday 30th of December between 12:01am and 12:04pm in Gravelly Bottom Road. Aluminium guttering was stolen from a farm. Crime Report No. 46/16292/19	
	Between 12:01am on Wednesday 26th of December and 10:30am on Thursday 27th of December in Charlesford Avenue. A Ssangyong Tivoli parked in the road was broken into. Nothing appears to have been taken. Crime Report No. 46/14495/19	
<b>300</b>	<b>Actions resulting from attendance at Safeguarding Training</b>	
300.1	To resolve which Councillor will take the lead on safeguarding – following <b>Signed</b>	

	discussion the Clerk was asked to ascertain exactly what would be involved.	<b>Clerk</b>
<b>301</b> 301.1	<b>CiLCA training</b> To resolve that the Clerk does not undertake CiLCA training until she has been in post for a full year – following discussion Cllrs resolved that the Clerk should undertake the training when she considers that she is able to.	<b>Clerk</b>
<b>302</b> 302.1  302.2	<b>Parish Council Action Plan</b> To formally adopt the Parish Council Action Plan for 2019 – this document had been formally adopted at the meeting on 4 February 2019. It was duly signed by the Chair who had been absent at the meeting on 4 February 2019 and retained on file.  To monitor relevant actions and take appropriate actions – Cllrs were advised that all the actions due for review in February 2019 were either complete or in progress apart from Cllrs ensuring they use their bandkpc.uk email address for Parish Business. This to be an agenda item at the Parish Council meeting on 18 March 2019. In addition, Cllrs to consider the entire document on a quarterly basis.	<b>Clerk</b> <b>Clerk</b>
<b>303</b> 303.1	<b>Parish Council Risk Assessment</b> To review and adopt a Parish Council Risk Assessment – Cllrs reviewed and adopted the document which was duly signed by the Chair and retained on file.	
<b>304</b> 304.1	<b>Bus Consultation Drop-in event</b> To receive an update on the event – Cllr Clark and the Clerk advised that the event had been well attended and that the feedback was mostly positive. Cllrs were reminded that the bus needs to be used or it will be lost.	
<b>305</b> 305.1  305.2  305.3	<b>Joint Councillor and PCSO surgeries</b> To resolve that to hold joint Parish Council/PCSO surgeries at the monthly Coffee morning on the first Saturday in the month – following discussion Cllrs agreed to trial this for 3 months.  To agree the format for the monthly surgeries – Cllrs agreed that a table should be set aside for use by Cllrs and the PCSO  To agree a rota for Councillor attendance at these surgeries – Mike Darling to be asked to attend the 9 March Coffee morning, Cllr Lakin to be asked to attend the 6 April coffee morning. Cllr Clark to attend the 4 May coffee morning	<b>Clerk</b>
<b>306</b> 306.1  306.2	<b>Staff Committee</b> To resolve whether to reinstate the Staff Committee – Cllrs were advised that having a Staff Committee is best practice, but two Cllrs need to write requesting the Committee be reinstated. This to be an agenda item at the next Parish Council Meeting  To resolve membership of the Staff Committee if it is reinstated – this item deferred to the Next Parish Council Meeting	<b>Clerk</b> <b>Clerk</b>
<b>307</b> 307.1	<b>Delegated powers for Committees</b> To resolve whether to delegate partial powers to the Staff Committee and the Parish Council Office Committee – delegated powers for the Staff Committee to be an agenda item at the next Parish Council meeting Following discussion Cllrs resolved that the Parish Council Office Committee should not have delegated powers.	<b>Clerk</b>

**Signed**

<p><b>308</b> 308.1</p>	<p><b>Sports Field</b> Play Area and Sports Field Signage - To resolve the signage for the Play area and the Sports Field – following discussion Cllrs agreed that for the play area sign:</p> <ul style="list-style-type: none"> <li>• Mention of the defibrillator would not be appropriate in view of instructions previously received from the South East Coast Ambulance Service (SECAM) in terms of the defibrillator</li> <li>• The sign should mention ‘no glass bottles’</li> <li>• Telephone contact details for the Clerk should replace the website address.</li> </ul> <p>For the Sports Field sign:</p> <ul style="list-style-type: none"> <li>• Add ‘golf is not allowed’ on the main sports field</li> <li>• Add ‘please pick up the dog mess’</li> </ul> <p>Cllrs requested that this be an agenda item at the next Parish Council meeting and that a draft sign be produced along with a picture of the previous sign.</p> <p>308.2 To review and accept the maintenance plan for 2019 – following review and discussion Cllrs accepted the maintenance plan for 2019, including the cost of cutting the grass near the planters and weed killing the alleyways at Whitehall Drive and Holly Tree Close.</p> <p>308.3 Meeting with Treecycle on 23.02.19 To resolve that a Councillor will attend that meeting along with the Clerk – Cllr Clark agreed to attend the meeting with the Clerk</p> <p>308.4 Update on return of moles in the play area and sports field - Cllrs were advised that the moles are back in the play area and sports field so another treatment to deal with this has been carried out.</p>	<p><b>Clerk RFO</b></p>
<p><b>309</b> 309.1</p>	<p><b>Parish Events – Cllr Clark</b> To receive an update on arrangements for the Parish Events – Cllr Clark advised that a working group is being set up to take this forward. 3 residents have agreed to be part of the working group along with Cllr Clark. Cllr Tandy and the Clerk agreed to also be part of the group.</p>	
<p><b>310</b> 310.1</p>	<p><b>KCC Highways</b> To receive an update on the meeting held with KCC Highways on Tuesday 12 February. This item was moved up the agenda for discussion prior to AOI. Cllrs received an update and were advised that KCC Highways now have a parish Improvement Plan which needs to be completed. Clerk to complete the document.</p>	<p><b>Clerk</b></p>
<p><b>311</b> 311.1</p>	<p><b>Any other information</b> Clarks Monthly Report – the Clerk advised that residents had contacted her about:</p> <ul style="list-style-type: none"> <li>• Shooting very close to public footpaths – advise has been sought and this is permissible as long as shooting does not take place across the footpath</li> <li>• Felling of oak trees in the wood – the Clerk had advised MBC who immediately alerted the Forestry Commission. All works have now ceased until the Forestry Commission complete their investigation.</li> <li>• Salt bins – empty bins were reported. These have now been filled.</li> <li>• A Sign has fallen down near the Chinese Restaurant – Clerk to report this online</li> <li>• Mobile Home blocking Gravelly bottom Road by Gravelly Hill – road was closed, and police were in attendance.</li> <li>• Breach of GDPR – the Clerk reported a GDPR breach had occurred and advice had been sought from the DPO and Clive Powell at KALC. The DPO</li> </ul> <p style="text-align: center;"><b>Signed</b> _____</p>	<p><b>Clerk</b></p>

<p>311.2</p> <p>311.3</p> <p>311.4</p> <p>311.5</p>	<p>had advised that there was no personal risk as a consequence so he would not be reporting this to the ICO.</p> <p>Bus Consultation – Cllrs were reminded that this finishes on 19 February. Clerk to remind residents</p> <p>South and South East in Bloom awards – following discussion Cllrs agreed not to enter this competition.</p> <p>Damaged Goalpost in Sports Field – Cllrs were alerted to this damaged goal post.</p> <p>Great British Spring Clean 2019 – Cllrs were advised that this is taking place from 22 March to 23 April. Cllrs agreed that if a resident was to suggest that this takes place, the Parish Council would be very happy to assist.</p>	<p><b>Clerk</b></p>
<p><b>312</b></p>	<p><b>Items for next agenda</b></p> <ul style="list-style-type: none"> <li>• Minutes of the Parish Council Office Committee Meeting held on 4 February 2019</li> <li>• Cllr parish email addresses</li> <li>• Reinstatement of Staff Committee and Cllr membership</li> <li>• Delegated Powers to Staff Committee</li> <li>• Sports Field Sign</li> </ul>	
<p><b>290</b></p>	<p><b>Parish Council Meetings</b></p> <p>Following discussions, Cllrs agreed that there should be one main Parish Council meeting a month with another taking place on the first Monday in the month if needed.</p> <p><b>The next Meeting of the Parish Council will be on Monday 4 March 2019 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.00pm.</b></p> <p>There was no further business, Cllr Clark closed the meeting at 21:28</p> <p style="text-align: right;"><b>Signed</b> _____</p>	