



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 15 July 2019

Present: Cllr Tina Clark (Chair); Cllr Gareth Davies;
Cllr Janet Tandy; Cllr Laura Hubbard; Cllr Mike Darling; Cllr Tom Hoy (6)

Pam Bower – Parish Clerk
Jo Gosden – RFO

There was one member of the public present at the meeting

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

Cllr Clark opened the meeting at 19:16

Min No	Item	Action
	The member of the public that was present expressed his thanks to the Parish Council for organising the Litter Picking event and hoped that it would be repeated.	
68	To receive and approve apologies for absence Cllr Peter Page – family commitments	
69	Councillors Declarations of interest in items on the agenda	
69.1	Lobbying – None	
69.2	Personal Interest – None	
69.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
70	Reports from Representatives of Outside Bodies	
70.1	Kent County Council – County Councillor – Maidstone Rural East –Shellina Prendergast Cllr Prendergast was not present – no report received.	
70.2	Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Local Plan Review – the call for sites is completed and approximately 500 sites have been put forward. Not all will get approval. A Public Consultation will run from 19 July – 30 September 2019. Parish Councils have been invited to a meeting at the Great Danes Hotel on 22 July. Potential sites will be discussed in terms of Maidstone/urban increase/more dispersal/new settlements. Cross Border duty to cooperate will also be considered. A meeting is taking place with the Police re the HGVs going through Leeds and enforcement. This causes major problems and has a knock effect in other areas. Residents will be getting letters re the electoral roll. 	
71	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council	
71.1	Minutes of Annual Parish Council Meeting held on 20 May 2019 Councillors approved the amendments and the minutes were duly signed as a true record by Cllr. Clark.	
71.2	Minutes of the Parish Council Meeting held on 17 June 2019 The above minutes were approved and duly signed as a true record by Cllr. Clark.	
	Signed _____	

71.3	Minutes of the Extraordinary Parish Council Meeting held on 1 July 2019 The above minutes were approved and duly signed as a true record by Cllr. Clark.	
72	Actions and Outcomes (for report only)	
72.1	Councillors were advised that most actions are either complete or in progress	
73	Finances and Payment of Accounts - RFO	
73.1	Bank reconciliation – June 2019 This was circulated prior to the meeting, agreed by all and signed by Cllr Clark. Councillors requested that both the payee number and cheque number be included on the reconciliation.	RFO
73.2	Responsible Finance Officer's report This item was circulated and retained on file.	
73.3	To approve accounts for payment & ratify payments already made Councillors resolved to approve the accounts for payment & ratified payments already made. Following discussion Councillors resolved that all payments need to be approved by the Parish Council prior to authorisation, except for Salaries, HMRC and Village Handyman (up to a limit of £300) which can be paid immediately, and the payment ratified at the next Parish Council meeting. If payments need approval before the next Parish Council meeting, the RFO to email Councillors asking them to confirm they are happy to approve the payment. Providing at least 4 Councillors approve, then payments can be made. In future payments in terms of Direct Debits and other regular payments to be resolved at the APCM. RFO to email the Thirsty Pig re delay in payment. The financial regulations to be checked and amended if appropriate.	RFO RFO RFO
73.4	Reconciliation of invoices against ledger for June 2019 Councillors reconciled the invoices against the ledger and initialled the invoices and ledger accordingly.	
73.5	To ratify payments re Parish Event band costs Cllrs ratified the necessary payments.	
73.6	In depth consideration of the budget and any virements that need to be made. Councillors approved the suggested amendments to the budget subheadings and resolved that the Clerk/RFO can vire within the budgetary limits and that such virements to be reported on the RFO report to the next Parish Council meeting.	Clerk/RFO
74	Policing	
74.1	Broomfield and Kingswood Between 11:00pm on Monday 8th of July and 11:00am on Tuesday 9th of July in Chartway Street. Four oxygen cylinders were stolen from outside a property. Between 9:00pm on Wednesday 19th of June and 11:10am on Thursday 20th of June in Whitehall Drive. Someone smashed a conservatory window at a residential property with a rock.	
75	Training for Councillors and Staff	
75.1	To consider training that is currently available and resolve if it should be accessed by Councillors/staff Councillors considered the training opportunities available. Clerk to ascertain if it is possible to attend just a morning or afternoon session of the KALC Clerks' Conference. Cllr Hubbard to confirm which Dynamic Councillor training session she will attend.	Clerk Cllr Hubbard
76	SharePoint for Councillors	
76.1	To receive an update on enabling a OneDrive site Councillors were advised that OneDrive has now been set up for Councillors to access Council papers. A link will be sent to Councillors.	
Signed _____		

77 77.1	Parish Council Action Plan To monitor the action plan and take appropriate actions Councillors were advised that most actions are either complete or in progress. Clerk to investigate electronically controlled gates for the sports field and the cost for lowering the barrier. Cllr Davies to investigate the opening and closing of the gates.	Clerk Cllr Davies
78 78.1	Sports Field To consider Maria Cook's Play equipment inspection report and resolve what action should be taken Councillors considered the inspection report and resolved that the three top fixings in the top beam of the Flat Seat Swings should be fixed along with the replacement of the damaged gondola table. Matting under the Gondola to be investigated. Repair of the broken rope net in the Junior Multi Play Unit is in progress. All other items to be monitored.	Clerk
78.2	To consider the quotation for repair to the cargo net on the Timber Multi Unit within the play area Following discussion Councillors resolved that the Playdale quote be accepted. Clerk to action.	Clerk
78.3	To consider the request re the Football Goal posts in the Sports Field. Following discussion Councillors resolved that the large goal post should be remain in the Sports Field. Clerk to advise accordingly.	Clerk
79 79.1	Litter Picking To receive an update on the cost of purchasing the litter picking items Following discussions Councillors agreed that this should be discussed at the August Parish Council meeting.	Clerk
80. 80.1	Meet with KCC's Highways Steward, 13.08.19 To determine any issues to be raised with the Highways Steward Councillors requested that the following be raised at the meeting: <ul style="list-style-type: none"> • Quiet Lanes • Extension of 30 mph speed limit along the Lenham Road • Potholes on Chartway street between Edmed's Farm Shop and Morry Lane • Single Track Notices • 30mph speed limit on the Broomfield Road • Footpath on A20 between Broomfield Road and the Bus Stop • Road Closure signs – do they mean the road is really closed? 	Clerk
81 81.1	Community Resilience/Emergency Planning Questionnaire To consider this questionnaire and formulate the response. Councillors provided a response. Clerk to send the completed questionnaire back.	Clerk
82 82.1	Parish Events – Cllr Clark To consider arrangements for Parish Events 2020 Following discussions Councillors resolved that the following events take place: <ul style="list-style-type: none"> • 16 December 2019 – Christmas Events • 9 May 2020 - VE Day Celebrations: Children's 'Street Party' followed by popular demand with an optional fancy dress 1940s dance in the evening. • 22 June 2020 – Picnic in the Park 	
<i>The meeting closed for refreshments at 20:38 and re-opened at 20:45</i>		
83 83.1	Footpath from Broomfield Road to Bus Stop on A20 – Cllr Hoy To resolve any action to be taken Following discussion Councillors resolved that this be discussed at the meeting with KCC's Highways Steward on 13 August. <div style="text-align: right;">Signed _____</div>	Clerk

84 84.1	Monthly Coffee Morning To resolve Councillor attendance at August and September Monthly Coffee Morning Cllr Hubbard to attend the August Coffee Morning Cllr Hoy to attend the September Coffee Morning	Cllr. Hubbard/ Cllr Hoy Amendments
85 85.1	Members Allowances – Cllr Darling To resolve any action to be taken in terms of Member's Allowances Councillors requested that Cllr Darling re-circulate the document and that it be an agenda item at the August Parish Council Meeting.	Cllr Darling Clerk
86 86.1	Quiet Lanes – Cllr Hoy To receive information about quiet lanes and receive an update from Boughton Monchelsea re their 20mph roads. Following discussion Councillors requested that this be discussed at the meeting with the KCC Highways Steward on 13 August.	Clerk
87 87.1	Parish Council Website To receive an update on the website and resolve actions moving forward. Councillors were updated on the options for a new website and resolved that the Clerk should create the new website using Hugo Fox – a free resource for Parish Councils. Councillors resolved that the Clerk should do this in her own time and be given a donation of £300.	Clerk RFO
88 88.1	Defibrillator at the Village Hall – Cllr Tandy To receive an update on discussions at the Village Hall Committee meeting Councillors were advised that the Committee does agree this is a good idea but are unwilling to fund it. Feedback from the Village Hall Committee meetings to be a regular agenda item at the appropriate Parish Council Meetings	Clerk
89 89.1 89.2	Reports SLCC South East Regional Training Seminar – Clerk The Clerk provided an update on this Conference. Particularly pertinent agenda items included Cyber Insurance and the SLCCs Local Council Consultancy. Quarterly Parish Liaison Meeting – Cllr Hoy Cllr. Hoy reported that he had arrived for the meeting but was advised that it was a private meeting for elected representatives only. The Clerk to chase a response to her email re this meeting.	Clerk
90 90.1	Clerks Update (for information) 1. Email re Peter Pease The Clerk advised Councillors that she had received an email about an American Gentlemen who was very interested in Peter Pease. Councillors advised that there is a tree in Edmed's field at the point where his plane crashed and that a capsule was buried in Peter Pease Close. A query was raised as to who has responsibility for the memorial. It was suggested the historic records concerning Peter Pease Close be looked at. 2. Feedback on work re Soakaways The Clerk feed back on the email received from KCC's Drainage Asset Engineer and the actions she would be taking. 3. Use of Dropped Curb as a Driveway Councillors resolved that if residents have concerns about anything in the Parish then they need to contact the Parish Clerk direct as the Council is unable to take any action unless issues are raised officially with the Clerk. 4. Maidstone Bus Pilot and ease of access on buses Clerk advised that she had received an email concerning this and had advised that all buses must be wheelchair accessible. 5. Park and Ride Cllr Clark advised that this has reverted to a pay to ride facility and that bus passes are accepted again. Clerk to email residents to let them know. Signed _____	Clerk Clerk

<p>91</p> <p>91.1</p> <p>91.2</p> <p>91.3</p> <p>91.4</p> <p>91.5</p> <p>91.6</p> <p>91.7</p> <p>91.8</p> <p>91.9</p> <p>91.10</p> <p>91.11</p> <p>91.12</p>	<p>Any other information</p> <p>Parish Council Office Cllr Hoy advised that a resident is keen to set up a micro-brewery and café in the village and this could be combined with a Parish Office and sited in the Sports Field. Councillors agreed this is an option but there is still the access issue. Another site was also suggested. Following discussion, it was agreed that an Extraordinary Parish Council Meeting be held on 5 August to discuss this.</p> <p>CCTV The Clerk advised that this is being checked on a regular basis and is working. Councillors requested that the cost of a cherry picker be ascertained in order to facilitate moving the cameras on the pole.</p> <p>MBC Play Area Report Councillors considered the report and requested that the RFO purchase the replacement caps for the red fence post caps and that the Clerk contact MBC to ascertain the exact issue with the Junior Swing Bolt Covers.</p> <p>Gates into Play Area Cllr Clark advised that she had visited Mote Park to look at their gates and they are complicated and expensive. Councillors were asked to look at other play area gates and report back.</p> <p>Snake Bites Councillors were advised that residents should take care when walking their dogs as one dog has been bitten by a snake in Kingswood and another near Leeds Castle.</p> <p>Height Barrier on Sports Field Gate Councillors were advised that a height barrier needs to be in place on the Sports Field gate barrier. This to be considered once information has been sought on electric gates/lowering the barrier.</p> <p>Hitching Post Councillors agreed that one should be trialled near the main entrance to the play area.</p> <p>Letters re wildlife in the Parish The Clerk advised that Hollingbourne and Headcorn Parish Councils had responded to say they would promote the issue.</p> <p>Raffle Proceeds at Picnic in the Park Event The Clerk advised that £161 had been raised half of which has been given to the Pre-School who have emailed thanking the Parish Council. The other half will be given to the Scouts.</p> <p>Parish Newsletter Whilst many compliments had been received regarding the Summer issue of the Parish News the Clerk advised that unfortunately 3 articles were missing the last few sentences. The Clerk has extended sincere apologies.</p> <p>Visit to the Play Area The Clerk advised that Harrietsham Parish Council had visited the Play Area as they are keen to purchase some additional items for their play area.</p> <p>Planters The clerk advised that the planters have been vandalised. Prickly roses have now been planted in the one near the village hall. Councillors agreed that the plants should not be replaced in the one near the finger post as it was only the blooms that were removed. Clerk to let the Village Handyman know.</p>	<p>Clerk</p> <p>RFO</p> <p>RFO Clerk</p> <p>All Cllrs.</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>92</p>	<p>Items for next agenda</p> <p>Extraordinary Parish Council meeting, 05.08.19</p> <ul style="list-style-type: none"> Parish Office <p>Signed _____</p>	

	Parish Council Meeting, 19.08.19 <ul style="list-style-type: none"> • Opening and closing of Sport Field Gates • Purchase of Litter Picking items • Members Allowances 	
93	Parish Council Meetings An extraordinary meeting of the Parish Council will be on Monday 5 August 2019 at the Village Hall, Gravelly Bottom Road, Kingswood from 19:15. There will be a further meeting of the Parish Council on Monday 17 August 2019 in the Village Hall, Gravelly Bottom Road, Kingswood from 19:15. There was no further business, Cllr Clark closed the meeting at 22:25 <p style="text-align: right;">Signed_____</p>	