



# Broomfield and Kingswood Parish Council

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## Minutes of the Meeting of the Parish Council

Minutes of the Parish Council Meeting held at  
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 26 September 2022

**Present at meeting:** Cllr Tina Clark (Chairman); Cllr Lakin and Cllr Malcolm Clarke

Hayley Roberts - Parish Clerk/RFO

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 7:17pm

Min No	Item	Action
<b>621.</b>	<b>To receive and approve apologies for absence</b>	
621.1	Cllr Aimee Parker – personal reasons	
621.2	Cllr Gareth Davies – holiday	
621.3	Cllr Simon Pearce – personal reasons	
621.4	Cllr Chris Pink – person reasons	
<b>622.</b>	<b>Councillors Declarations of interest in items on the agenda</b>	
622.1	Lobbying – None	
622.2	Personal Interest – None	
622.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
<b>623.</b>	<b>Welcome by the Parish Council Chairman, Tina Clark</b>	
<b>624.</b>	<b>Reports from Representatives of Outside Bodies</b> Maidstone Borough Council – Ward Councillor – Gill Fort – apologies received	
<b>625.</b>	<b>To approve the minutes of the meeting of Broomfield &amp; Kingswood Parish Council</b> <b>Minutes of Annual Parish Council Meeting held on 15 August 2022</b> The above minutes were approved as a true copy and duly signed by Cllr Clark.	
<b>626.</b>	<b>Planning Applications</b> <b>The following Planning Application to be considered and resolved:</b>	
626.1	Application Ref: 22/500896/FULL <b>Notification of Appeal Lodged with the Planning Inspectorate</b> Proposal: Retrospective application for change of use of land to residential garden, erection of a 1.9m close board fence and demolition of existing 1.9m brick boundary wall. Address: 4 Tall Trees Close Kingswood Maidstone <b>Following due consideration, Cllrs resolved that they had nothing further to add to this application.</b>	
626.2	Application Ref: 22/504148/FULL Proposal: Use of land for the stationing of 17 No. holiday lodges with verandas to the front and rear elevations, landscaping, ecology enhancements and access. Address: The Finches Chartway Street Sutton Valence Kent ME17 3JB <b>Following due consideration, Cllrs resolved that they would write a letter to the planning department to raise some concerns.</b>	Clerk
	Signed _____	

626.3	<p>Application Ref: 22/504258/TPOA          Proposal: TPO application: Reduce crown of one Common Oak by up to 4m and radial spread by up to 3m to leave a residual height of 9m and a spread of 5m in a balanced form; Reduce height of one olden Lawson by up to 3m and very lightly shape in top leaving a residual height of 8m and the spread will not be altered; Dead branches growing over from woods (G3) – Remove all deadwood that could cause potential damage to ground below; Carefully dismantle one dead Sorbus to near ground level; Crown Reduction of one Yew tree – Reducing the height and spread of the tree by up to 2 metres to leave residual height of 3 meters and residual spread of 3m.          Address: Kingsbroom Broomfield Road Kingswood Kent ME17 3NY  <b>Following due consideration, Cllrs resolved that they had no objections to this application.</b></p>	
626.4	<p>Application Ref: 22/504267/FULL          Proposal: Demolition of existing conservatory, erection of a single storey front and side extension. Loft conversion with the erection of a first-floor front, side and rear extension with 7no. dormer windows, a roof light and changes to fenestration.          Address: The Meadow Chartway Street Sutton Valence Maidstone Kent ME17 3JB  <b>Following due consideration, Cllrs resolved that they had no objections to this application.</b></p>	
626.5	<p>Application Ref: 22/503949/FULL          Proposal: Erection of a single storey side extension with a lantern style rooflight.          Address: Lesann 1 Elder Close Kingswood Maidstone Kent ME17 3PR  <b>Following due consideration, Cllrs resolved that they had no objections to this application.</b></p>	
627.	<p><b>Planning Outcomes (for report only)</b>          Cllrs noted that MBC had determined the following planning applications:</p>	
627.1	<p>Application Ref: 21/500168/FULL          Proposal: Demolition of the existing dwelling Loxley House and the erection of replacement dwelling with amenity space, landscaping and access          Address: Loxley House, Gravelly Bottom Road, Kingswood, Maidstone, Kent ME17 3NT  <b>MBC Decision: Application Permitted 22.08.22</b></p>	
627.2	<p>Application Ref: 22/503426/FULL          Proposal: Loft conversion with side dormer, 3no. roof lights and changes to fenestration (works started).          Address: 4 Ivy Close Kingswood Maidstone Kent ME17 3QN  <b>MBC Decision: Application Permitted 08.09.22</b></p>	
628.	<p><b>Actions &amp; Outcomes (for report only)</b>          Cllrs discussed outstanding actions, and all are progressing and actions requiring attention are being dealt with within the agenda.</p>	
629.	<p><b>Finances and Payment of Accounts</b></p>	
629.1	<p>Bank reconciliation August 2022          This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO.</p>	
629.2	<p>Responsible Finance Officer's report August 2022          This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Lakin and Cllr Clarke.</p>	
629.3	<p>To approve the schedule of payments for September 2022          This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Lakin and Cllr Clark.</p>	
629.4	<p>To ratify payments already made in July 2022          This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clarke and Cllr Lakin.</p>	
629.5	<p>Reconciliation of invoices against cheques and ledger for July 2022          Councillors reconciled the invoices against the ledger and Cllr Lakin and Cllr Clarke initialled the invoices and ledger accordingly.</p>	
629.6	<p>To consider performance against the 2022/23 budget          Cllrs noted the performance against the 2022/23 budget.</p>	
629.7	<p>To discuss and approve virement document for picnic benches          Cllrs discussed and approved the virement document to vire £812.38 from the Streamline Shuttle Bus service budget for the purchase of new picnic benches for the Sports Field. Virement document signed by Cllr Clark and Cllr Lakin.</p>	
Signed _____		

629.8	To consider three quotations for stone wall repair and resolve to accept one Cllrs considered the three quotations and resolved to proceed with the quotation from Fairbourne Fencing. Clerk to arrange for work to be completed.	Clerk
629.9	To consider and resolve to accept quotation for the repair of the white finger post Clerk advised that since writing the agenda Cllr Shellina Prendergast has secured funding via her KCC members grant for the repairs to the finger post sign. Clerk to liaise with KCC.	Clerk
629.10	To discuss budget in anticipation of Kings Coronation Cllrs discussed and resolved to set a budget of £4000 for the Kings Coronation celebrations within the village in the 2023/24 budget. Clerk to action accordingly.	Clerk
629.11	To consider donation request from Friends of Kingswood School Cllrs discussed donation request of £1500 and resolved to donate £500. Cllrs advised they would like to support the school further, if possible, Clerk to liaise with Friends of Kingswood School further regarding this.	Clerk
<b>630.</b>	<b>Sports Field</b>	
630.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed and no action required.	
630.2	To discuss removal and replacement of bench at the Sports Field Cllrs discussed and resolved that the bench should be monitored, and the replacement of this bench should be added to next year's budget.	
630.3	To discuss and resolve to accept one of the two quotations for repair of exercise equipment Cllrs considered both quotations from the manufacturer and resolved to accept the quotation for the supply and fitting of the parts. Clerk to arrange.	Clerk
630.4	To discuss and resolve to accept quotation for replacement bolts, covers and plugs at play area Cllrs discussed and resolved to accept quotation. Clerk to action.	Clerk
<b>631.</b>	<b>Policing</b> Crime Figures On Saturday 20th of August between 08:00 and 14:45 in Chartway Street. Somebody stole a number plate from a Mazda 3 parked at a club. Crime Report No. 46/163360/22 - Posted 22/08/2022	
<b>632.</b>	<b>To consider and approve the External Auditor Report and Certificate 2021/22</b> Cllrs considered and approved the External Auditor Report and Certificate 2021/22. Clerk advised that the notice of conclusion of audit has been posted on the website and notice boards.	
<b>633.</b>	<b>Ratification of decision to donate £75 to the Kingswood Community Craft Project as previously discussed in minute reference 569.</b> Cllrs ratified decision to donate £75 to the Kingswood Community Craft Project.	
<b>634.</b>	<b>To agree staff committee terms of reference and scheme of delegation</b> Cllrs agreed staff committee terms of reference and scheme of delegation and Cllr Lakin signed to adopt them.	
<b>635.</b>	<b>To provide feedback from and discuss Annual Clerks Conference</b> Clerk provided feedback from Annual Clerks conference. Clerk took away some useful information such as Blue-Sky days, training and Outlook tasks.	
<b>636.</b>	<b>To provide feedback from and discuss Mayors Garden Party</b> Cllr Clark provided feedback from the Mayors Garden Party, overall, it was a great networking event.	
<b>637.</b>	<b>To discuss implementation of an Emergency Plan for the Parish</b> Cllrs agreed to defer this item to the next meeting when more Cllrs are present.	
<b>638.</b>	<b>To consider and approve new Councillor poster</b> Cllrs discussed poster and agreed to make changes to the order and size of the words. Cllr Clarke to action and Clerk to circulate.	Cllr Clarke Clerk
<b>639.</b>	<b>To discuss setting up a Community Transport Scheme</b> Cllrs agreed to defer this item to the next meeting when more Cllrs are present.	
<b>640.</b>	<b>To consider ideas for an event to support the community with the cost-of-living crisis</b> Cllrs discussed possibility of a Toy Swap near Christmas, Clerk to discuss with local Primary School and local preschool.	Clerk

Signed \_\_\_\_\_

641. 641.1	<b>Residents' concerns</b> To consider and resolve what if any action to be taken in respect of: Development on Chartway Street Cllrs discussed residents' concerns and resolved that the clerk should contact the planning department. Clerk to action accordingly.	Clerk
642. 642.1  642.2	<b>Any other information</b> Scouts Porchlight Event The local Beavers, Cub and Scout groups will raise funds for Porchlight in October by spending a night outside in cardboard boxes at the sports field. The money raised will go towards helping rough sleepers and vulnerable people across Kent. If you would like to support them, please find the Just Giving link here <a href="https://www.justgiving.com/fundraising/maidstoneeastdistrict?utm_medium=qr&amp;utm_source=offline&amp;utm_term=17f8159f8">https://www.justgiving.com/fundraising/maidstoneeastdistrict?utm_medium=qr&amp;utm_source=offline&amp;utm_term=17f8159f8</a> alternatively contact Hayley the Parish Clerk for more information.  Litter Pick – November 2022 The next litter pick is due to be held on Sunday the 20 <sup>th</sup> of November, as this is remembrance Sunday the time is changing to 3pm to enable residents to attend services and the Community Poppy Project.	Amendment
619. 619.1 619.2 619.3 619.4	<b>Items for next agenda</b> To receive an update on the Community Building project To discuss implementation of an Emergency Plan for the Parish To discuss setting up a Community Transport Scheme To consider use of wildlife cameras	
620.	<b>Parish Council Meetings</b>  <b>The next meeting of the Parish Council is scheduled for Monday 17 October 2022. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</b>  <b>There was no further business, Cllr Clark closed the meeting at 8.54pm</b>  <p style="text-align: right;">Signed _____</p>	