



# 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 21 July 2025

**Present at meeting:** Cllr Tina Clark (Chairman), Cllr Chris Pink, Cllr Linda Blainey, Cllr Robert Mercer, Cllr Malcolm Clark and Cllr Daren Moss

Hayley Roberts - Parish Clerk/RFO

There was one 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	Item	Action
403.	<b>To receive and approve apologies for absence</b> Cllr Gareth Davies – holiday	
404.	<b>Councillors Declarations of interest in items on the agenda</b> Lobbying – None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
405.	<b>Welcome by the Parish Council Chairman, Cllr Tina Clark</b>	
406.	<b>Reports from Representatives of Outside Bodies</b> Maidstone Borough Council – Ward Councillor – Cllr Gill Fort - apologies received.  Kent County Council – County Councillor – Cllr Sarah Emberson - apologies received.	
407.	<b>To approve the minutes of the meeting of Broomfield &amp; Kingswood Parish Council</b> <b>Minutes of Parish Council Meeting held on 16<sup>th</sup> June 2025</b> The above minutes were approved as a true copy and duly signed by Cllr Clark.	
408.	<b>Planning Applications</b> Application Ref: 25/502137/FULL Proposal: Demolition of existing conservatory, porch and garage. Erection of porch, single-storey side extension, changes to fenestration and associated landscaping. Address: 1 The Waldens Kingswood Kent ME17 3QG <b>Application has been amended. Cllrs had no further comments to make on this application.</b>	
409.	<b>Ratification of Planning consultation applications decided by email using Delegation Powers re Planning (Minute No 19/101.1) Delegation;</b> 409.1 Application Ref: 25/502428/FULL Proposal: Erection of a part two part single storey rear extension with addition of dormer. Replacement of the existing front wall, gates and railings and irreparable windows. Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ <b>Application decided by email and no objections received.</b>  409.2 Application Ref: 25/502429/LBC Proposal: Listed Building Consent for conservation works including: roof re-tiling, mortar re-pointing, replacement of irreparable windows, repainting the main door. Internal finishes with lath and plaster finishes over removed plasterboard. Reinstatement of original fireplace masonry. Erection of part 2 part single storey rear extension with addition of dormer. Replacement of the existing front wall, gates and railings. Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ <b>Application decided by email and no objections received.</b>	

409.3	Application Ref: 25/502338/FULL Proposal: Erection of a single storey rear extension including 1no. roof light. Address: 78 Cayser Drive Kingswood Kent ME17 3QF <b>Application decided by email and no objections received.</b>	
410.	<b>Planning Outcomes (for report only)</b> One application has changed since the last PC meet: Application Ref: 25/501704/FULL Address: Orchard Farm Nursery Chartway Street Sutton Valence Kent ME17 3JB Proposal: Change of use of land to use as residential caravan site for one gypsy family, including stationing of mobile home for residential purposes, together with erection of summerhouse and fencing (Retrospective). <b>Decision: Application Permitted 26.06.25</b>	
411. 411.1 411.2 411.3 411.4 411.5	<b>Actions &amp; Outcomes (for report only)</b> <ul style="list-style-type: none"> <li>- The new play area has now been fully installed and is due to open tomorrow (Tuesday 22nd of July).</li> <li>- Authorised signatories on the Nationwide and UTB bank accounts have been amended accordingly.</li> <li>- Clerk has made contact with Cllr Fort regarding possible funding for the proposed village bench and also the placement of a new bin at the Sports Field. Currently being discussed.</li> <li>- Two professional outdoor signs have been installed at the Sports Field in relation to MBCs Smoke Free Spaces initiative</li> <li>- Following the annual tree inspection the bush has been completely removed and we await planning permission for the remedial tree work.</li> </ul>	
412. 412.1  412.2  412.3  412.4  412.5  412.6  412.7	<b>Finances and Payment of Accounts</b> 412.1 Bank reconciliation June 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO. 412.2 Responsible Finance Officer's report June 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Mercer and Cllr Clark. 412.3 To approve the schedule of payments for July 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Blainey. 412.4 To ratify payments already made in June 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Mercer and Cllr Clark. 412.5 Reconciliation of invoices against cheques and ledger for June 2025 Councillors reconciled the invoices against the ledger, Cllr Mercer and Cllr Clark initialled the invoices and ledger accordingly. 412.6 To consider the year end performance against the 2024/25 budget Cllrs considered the budget performance for 2025/26 so far. 412.7 To resolve whether to renew the SLCC membership for 2025/26 Cllrs resolved to proceed with the SLCC membership at a cost of £240. Clerk to action.	<b>Clerk</b>
<b>Cllr Moss joined the meeting at 7.58pm</b>		
413. 413.1  413.2  413.3	<b>Sports Field</b> 413.1 Review of the month's Sports Field Inspection Sheets There are a few bollards that require replacing. This is being discussed in item 413.2. It has been noted that a hedge on the front of the Sports Field along Lenham Road may require some attention. As of the meeting the hedge has now been cut. 413.2 To discuss and resolve whether to accept quotation for replacement bollards Cllrs discussed and resolved to not replace the bollards and to proceed with the car park resurfacing and extension as per item 413.3. 413.3 To discuss the car park and how Cllrs wish to proceed Cllrs discussed and resolved to proceed. Clerk to obtain quotations. <p style="text-align: right;"><b>Signed</b> _____</p>	<b>Clerk</b>

413.4	To consider Grass Pitch Funding for Headcorn Juniors Cllrs resolved to proceed with an application for funding. Clerk to liaise with Headcorn FC.	<b>Clerk</b>
413.5	To discuss and resolve whether to accept quotation for resistograph/timber test inspection on the basket swing Cllrs discussed and resolved that as this was detailed in the annual inspection report as being required it is something we should proceed with. Clerk to arrange.	<b>Clerk</b>
413.6	To consider and review quotations for installing shelving and storage boxes in the container Cllrs reviewed various shelving options and resolved to proceed with the purchase of two shipping Container 4-Tier Shipping Container Shelf Bracket at a cost of £75 each.	<b>Clerk</b>
<b>414.</b>	<b>Policing</b> Crime Figures 414.1 Between 19:30 on Wednesday 9th of July and 06:05 on Thursday 10th of July in Elder Close. Somebody damaged the rear window of a vehicle parked in the road. Crime Report No. 46/119566/25 - Posted 14/07/2025 414.2 On Sunday 15th of June around 19:30 in Chartway Street. Somebody stole golf balls and cash from a till. Crime Report No. 46/101965/25 - Posted 18/06/2025 414.3 On Friday 13th of June between 08:00 and 17:30 in Bell Way. Somebody damaged the front door of a residential property. Crime Report No. 46/100621/25 - Posted 16/06/2025	
<b>415.</b>	<b>To receive an update on the Joint Village Hall Project</b> Costings have been received and are to be discussed at a meeting in September. Research into funding is still ongoing.	
<b>416.</b>	<b>To discuss Annual Clerks Conference and Annual Finance Conference and resolve whether the Clerk should attend</b> Cllrs discussed and resolved that the Clerk should attend both events. Clerk to action.	<b>Clerk</b>
<b>417.</b>	<b>To review and discuss need for an emergency plan</b> With the increased risk of wildfires Cllr Clark discussed how it would be a good idea to put into force an emergency plan. Cllrs discussed and agreed, Clerk to look into this further.	<b>Clerk</b>
<b>418.</b>	<b>To discuss issues faced by Cllrs with regards to email addresses and resolve how to proceed</b> Cllr Moss discussed email issues and this has now been resolved. No further action required.	
<b>419.</b>	<b>Feedback from session supporting Speedwatch on National Speed Awareness Day</b> Cllr Moss, Cllr Mercer and Clerk attended Speedwatch sessions on National Speed Awareness Day to show support and help raise awareness about speeding in our Parish.  There were four sessions and a total of 591 vehicles seen. 23 of these were travelling at over 35mph in a 30mph zone and 92 were travelling over 30mph in a 30mph zone.  Speedwatch are looking for volunteers! Speeding puts lives at risk — but with just a few hours a month, you can help make our roads safer. <ul style="list-style-type: none"> <li>✓ Full training provided</li> <li>✓ Work as part of a friendly local team</li> <li>✓ Make a real difference in your community</li> </ul> Want to get involved? Contact Hayley, Parish Clerk or send a message to learn more!	
<b>420.</b>	<b>Feedback from KALC EGM</b> Clerk attended EGM in relation to Local Government Reorganisation and provided feedback. There is a lot of uncertainty regarding how this will effect Parish Councils and the Clerk will update as and when information is available.	
<b>421.</b>	<b>To resolve whether to hold an August Parish Council Meeting</b> Due to holidays Cllrs resolved to not meet in August. The next meeting will be held on Monday 15 <sup>th</sup> September 2025.	
<b>422.</b>	<b>Residents' concerns</b> Road closures are still a big concern especially given the amount of closures recently. Cllrs will continue to chase KCC in relation to a meeting to discuss these concerns.	
<b>Signed _____</b>		

401.	Items for next agenda	
402.	<p><b>Parish Council Meeting</b></p> <p>The next meeting of the Parish Council is scheduled for Monday 15<sup>th</sup> September 2025. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>Cllr Clark closed the meeting at 8.40pm.</p> <p style="text-align: right;">Signed _____</p>	