



Broomfield and Kingswood Parish Council

www.broomfieldandkingswood-pc.org.uk



Public Notice of a Meeting of the Parish Council

To: All Councillors

You are hereby summonsed to attend a meeting of the Broomfield and Kingswood Parish Council to be held at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX on Monday 21 June 2021 at 7.30pm.

To: All Residents

Members of the public are welcome to join.

Whilst virtual meetings can no longer be held Councillors appreciate that not everyone is comfortable attending a face to face meeting yet. Please contact the Clerk, Hayley Roberts, before the meeting if you would like to raise any questions or concerns but do not wish to attend the meeting in person due to the pandemic.

Dated: 15 June 2021

Signed: **Hayley Roberts**, Parish Clerk

A G E N D A

Chairman's Announcement: *Whilst it is permitted to record this meeting any person, Councillor or member of the public, wishing to do so is obliged to notify the meeting, before commencement of their intention to do so.*

Public Forum - *The Chairman welcomes members of the public and invites them to speak prior to the start of the Meeting, relating to the Agenda or local issues, (to a maximum of fifteen minutes and three minutes per speaker). You are requested to state your name and address prior to speaking.*

No	Item
1.	To receive and approve apologies for absence
2.	Councillors Declarations of interest in items on the agenda
2.1	Lobbying
2.2	Personal Interest
2.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
3.	Reports from Representatives of Outside Bodies
3.1	Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast
3.2	Maidstone Borough Council – Ward Councillor – Gill Fort
4.	Planning Applications The following Planning Applications to be considered and resolved:
4.1	Application Ref: 21/502519/FULL Proposal: Demolition of existing garage. Erection of single storey rear and side extension including the conversion of loft into habitable space, with insertion of front and rear dormers, rooflights and rear Juliet balcony. Address: Dunure 44 Chestnut Drive Kingswood Maidstone Kent ME17 3PJ
4.2	Application Ref: 21/502735/FULL Proposal: Erection of a first floor extension to existing bungalow, a part two/part single storey side and single storey front extension, part two storey/part single storey side and single storey rear extension, roof terrace and changes to fenestration. Address: The Cedars Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NT
4.3	Application Ref: 21/502504/FULL Proposal: Demolition of existing garage and erection of a two storey rear extension and insertion of rooflights and Juliet balcony. Location: Touchwood 51 Charlesford Avenue Kingswood Maidstone Kent ME17 3PH
5.	Planning Outcomes (for report only)
6.	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council
6.1	Minutes of Annual Parish Council Meeting held on 17 May 2021.

7.	Actions & Outcomes (for report only)
8.	Finances and Payment of Accounts
8.1	Bank reconciliation – May 2021
8.2	Responsible Finance Officer's report May 2021
8.3	To approve the schedule of payments for May 2021
8.4	To ratify payments already made in June 2021
8.5	Reconciliation of invoices against cheques and ledger for May 2021
8.6	To consider performance against the 2020/21 budget
9.	To ratify decision to proceed with Sports Field fencing quotation
10.	Sports Field
10.1	Review of the month's Sports Field Inspection Sheets
10.2	To consider and approve quotation for the replacement of the Multi Play Unit – Cllr Hubbard
10.3	To receive an update on the installation of the disabled swing – Cllr Parker
10.4	To consider and resolve to approve quotation for benches.
10.5	To consider and approve quotation of new post for damaged sign.
10.6	To discuss the mowing of the grass.
10.7	To consider and approve quotation for replacement of the green slide on 'pirate ship'.
10.8	To consider and resolve to accept height barrier repair quotation.
10.9	To consider and accept annual tree survey quotation from Tree Cycle.
11.	Policing
11.1	Crime Figures
11.2	PCSO update
12.	To appoint a Data Protection Officer (DPO).
13.	To agree staff committee terms of reference and scheme of delegation
14.	To review and approve the following policies
14.1	Data Privacy Notice
14.2	Laptop Computer Policy issue 1
15.	To discuss RFO computer and printer.
16.	To consider and approve the purchase of storage boxes for RFO.
17.	To discuss and approve quotation for the clearance of the permissive footpath.
18.	To consider and approve the purchase of flowers and 20L plastic water containers for the village planters.
19.	To discuss The Queens Platinum Jubilee (2nd June 2022 – 5th June 2022).
20.	Residents' concerns
20.1	To consider and resolve what if any action to be taken in respect of:
20.2	Dog Fouling
21.	Any other information
22.	Items for next agenda
	Parish Council Meetings
	The next meeting of the Parish Council is scheduled for Monday 5 July and Monday 19 July 2021. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.