

Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council



Minutes of the meeting of the Parish Council held virtually via Zoom on Monday 18 January 2021

Present: Cllr Tina Clark (Chair); Cllr Gareth Davies; Cllr Chris Pink; Cllr Laura Hubbard; Cllr Kat Ross; Ken

Pattison; Cllr Aimee Parker (7)

Pam Bower - Clerk

There was two members of the public present.

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

Cllr Clark opened the meeting at 19:19

Min No	Item	Action
163	To receive and approve apologies for absence Apologies were received and approved for: Jo Gosden, RFO – maternity leave	
164 164.1 164.2 164.3	Cllrs Declarations of interest in items on the agenda Lobbying – None Personal Interest – Cllr Ross, Items 166.1 and 166.3 Cllr Parker, Items 166.1, 166.3 and 166.4 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – Cllr Hubbard, Item 166.1	
170. 170.1	Finances and Payment of Accounts - RFO Bank reconciliation – December 2020 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Cllrs resolved that the documents could be signed by two Councillors outside of the meeting.	Clirs/Clerk
170.2	Responsible Finance Officer's report December 2020 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Cllrs resolved that the documents could be signed by two Councillor outside of the meeting.	Clirs/Clerk
170.3	To approve the schedule of payments for January 2021 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments.	
170.4	To ratify payments already made in December 2020 Cllrs resolved to ratify payments already made in November 2020.	
170.5	Reconciliation of invoices against cheques and ledger for December 2020 As the meeting was a virtual one, Cllrs resolved that the invoices could be reconciled against the ledger and the invoices and ledger initialled accordingly by a Councillor outside of the meeting.	Clir/Clerk
170.6	To consider the performance against the 2020/21 budget Cllrs noted the performance against the 2020/21 budget	Cili/Cierk
170.7	To resolve the level of Precept for 2021/22 After due consideration Councillors agreed to a precept amount of £54,696.29. This will result in a decrease in the amount received by the Parish Council for 2021/22 but means that there will be no change in the parish element of the council tax for each resident in the parish. Clerk to advise MBC accordingly.	Clerk
170.8	To consider a request for a grant from the Heart of Kent Hospice Cllr considered the request and agreed to donate a sum of £500. Clerk to advise accordingly. Cllrs also requested that an item be included in the next issue of the Parish News re the work undertaken by the Heart of Kent Hospice.	Clerk

		Clerk
171 171.1	Sports Field Review of the month's Sports Field Inspection Sheets Cllrs were advised that the CCTV is still not working and there are Mole mounds in the playing field.	
171.2	To consider the CCTV in the Sports Field	
	Cllrs were advised that the CCTV is not working probably because of the recent heavy rains. The original quotes for a new CCTV system did not include replacement poles and cables so new quotes are now being sourced. Following discussion Cllrs agreed that there should be two poles with cameras in the Sports Field and that trenches should be dug ready for the installation of the poles. Cllrs also agreed that a cabinet should be placed near the entrance gate. Cllr Pink to take forward accordingly.	Cllr Pink
171.3	To consider the Scouts request to erect a pole outside the scout hut to facilitate internet access to the hut The Clerk confirmed that she had emailed the Scouts re this. It was suggested that the Scouts may wish to consider accessing the Parish Council WiFi once the cabinet is installed in the field. The Clerk to email the Scouts accordingly.	Clerk
172. 172.1	Policing Crime Figures Cllrs were advised that the statistics held on the Police Data Set are of no use to the Parish Council. Cllrs resolved that a further letter be sent to Insp. Steve King expressing Cllrs' concerns at this. Cllr Davies to draft the letter	Cllr Davies
173. 173.1	Moveable SID To consider KCC's response to potential sites for a moveable SID Cllrs were advised that the following locations had been forwarded to KCC for consideration 1. Along Broomfield Road near the junction of Ashford Drive and Broomfield Road 2. On the Lenham Road at the entrance to the Sports Field 3. On Gravelly Bottom Road near the Village Hall 4. Somewhere on Charlesford Avenue	
	KCC had responded to say that having looked at the sites on google, it did seem that this was a suitable SID project. However, they would need to visit the sites to check the available space and carry out land ownership and any underground services surveys before confirming viability. This would take place once Covid restrictions are lifted.	
	Signed	Clerk
174. 174.1	Staff Committee To appoint 2 substitute members of the Staffing Committee Cllrs Ross and Hubbard agreed to be substitute members.	
174.2	To consider the recruitment of a new Parish Clerk Cllrs were advised that the Clerk is moving to Derbyshire in March. Cllrs resolved that the Staff Committee would meet on 25 January at 19:15 via the Zoom application to progress recruitment of a new Clerk. Clerk to organise accordingly.	Clerk
175 . 175.1	Co-option of Ron Kemp To resolve to co-opt Ron Kemp onto the Parish Council Cllrs unanimously resolved to co-opt Ron Kemp onto the Council. Clerk to advise MBC and book a place on the Dynamic Cllr Training session.	Clerk
176. 176.1	Community Award Scheme To resolve to proceed with a Parish Council Community Award Scheme Following discussion Cllrs resolved to proceed with this Award. Clerk to print the flyer which will then be distributed to every household in the village. Clerk to ask residents if they would be willing to deliver the flyer.	Clerk
176.2	To resolve if Cllrs wish to nominate anyone for the KALC community Award Scheme Cllrs resolved not to nominate anyone this year.	

177. 177.1	Reports Report on the Chairing Virtual Meetings training – Cllr Clark Cllrs were advised that this was an interesting meeting with much of the discussion being around how the various Chairs run the virtual meetings. One suggestion was that Cllrs meet 10 mins before the start of the meeting to ensure that everything is working before members of the public join the meeting. Cllrs agreed that this would be good practice. Clerk to action accordingly.	Clerk
178. 178.1	 Any other information Rope Bridge on Junior Multi-play Cllrs were advised that the Clerk had sought advice re this, and concern was raised that this would negate any warranty etc. Clerk to email Playdale and ask for their suggestions and Cllr Clark to design an appropriate sign. 	Clerk/Cllr Clark
178.2	 Bird Watching Group Clls were advised that a resident is hoping to set up a Bird Watching Group in the village. Cllrs thought his was an excellent idea and agreed it could go on the noticeboards and Parish News. 	Clerk
178.3	 Action Plan Cllrs were reminded that the Clerk had previously circulated a draft 2021 Parish Council Action Plan to Cllrs. Cllrs to consider this prior to the next Parish Council meeting. 	Clirs
178.4	 Exercise Equipment in the Sports Field Cllrs were advised that this should be blocked off as use of the equipment is not allowed during the national lockdown. Clerk to ensure the equipment is taped off and laminated signs are put up. 	Clerk
178.5	 Cayser Drive Road Sign Cllrs were advised that the Cayser Drive Road sign at the junction of Cayser Drive and Gravelly Bottom Road is severely rusted. The Clerk has reported this to MBC 	
178.6	 The Walk Road Sign Cllrs were advised one of The Walk Road Signs is missing. Clerk to forward the details of how to report the issue to Cllr Kemp. 	Clerk
179.	Items for next agenda 1 February 2021 Planning Applications 15 February 2021 CCTV Parish Council Action Plan 2021	Clerk
	Signed	
	 Disabled Swing in Play Area Sports Field Fencing OneDrive 	
180.	Parish Council Meetings	
	The next meeting of the Parish Council will be on Monday 1 February 2021. This will be followed by another Parish Council meeting on 15 February 2021. If it is felt to be appropriate, the meetings will take place at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. If not, the meetings will take place virtually via the Zoom Application.	
	There was no further business, Cllr Clark closed the meeting at 21:31	
	Signed	