



# Broomfield and Kingswood Parish Council

[www.broomfieldandkingswood-pc.org.uk](http://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 20 June 2022 at 7.30pm.

### To: All Residents

Members of the public are welcome to join.

Dated: 14<sup>th</sup> June 2022

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.	<b>To receive and approve apologies for absence</b>
2.	<b>Councillors Declarations of interest in items on the agenda</b>
2.1	Lobbying
2.2	Personal Interest
2.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
3.	<b>Ratification of decision to elect Tina Clark as Chairman (2022/23)</b>
3.1	Chairman to sign Declaration of Acceptance of Office
4.	<b>Reports from Representatives of Outside Bodies</b>
4.1	Maidstone Borough Council – Ward Councillor – Gill Fort
4.2	Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast
5.	<b>To approve the minutes of the meetings of Broomfield &amp; Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 16<sup>th</sup> May 2022 and Annual Parish Meeting held on 4<sup>th</sup> May 2021.</b>
6.	<b>Ratification of Planning Applications</b> The following planning applications to be ratified:
6.1	Application Ref: 22/501603/FULL Proposal: Retrospective application for a 1.8m high closed boarded fence along the front boundary of the site Address: Carlyon Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NU
6.2	Application Ref: 22/502383/FULL Proposal: Erection of a two storey side extension Address: 8 Holly Tree Close Kingswood Kent ME17 3QJ
6.3	Application Ref: 22/501783/FULL Proposal: Erection of a residential dwelling with associated parking and garden, including landscape and biodiversity enhancements and removal of existing residential building. Address: Land Adjacent To Honeysuckle Lodge (Known As Netherfold) Gravelly Bottom Road Kingswood Kent ME17 3NX
7.	<b>Planning Outcomes (for report only)</b>
8.	<b>Actions &amp; Outcomes (for report only)</b>

<b>9.</b>	<b>To consider and approve the External Auditor Report and Certificate 2020/21</b>
<b>10.</b>	<b>To review the effectiveness of the system of Internal Control.</b>
<b>11.</b>	<b>Approval of Annual Governance and Accountability Return (AGAR)</b>
11.1	To review and note the Annual Internal Audit Report dated 29 May 2022
11.2	To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022.
11.3	To approve the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022, the supporting Bank Reconciliation as at 31 March 2022 and the explanation of the significant variations from last year (2020-21) to this year (2021-22).
11.4	To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer and to approve the dates proposed.
<b>12.</b>	<b>Finances and Payment of Accounts</b>
12.1	Bank reconciliation May 2022
12.2	Responsible Finance Officer's report May 2022
12.3	To approve the schedule of payments for June 2022
12.4	To ratify payments already made in May 2022
12.5	Reconciliation of invoices against cheques and ledger for May 2022
12.6	To consider performance against the 2022/23 budget
12.7	To discuss .org and .uk domains and resolve whether to accept domain renewals
12.8	To reconsider a request from Victim Support now further information received
12.9	To review and resolve to accept the Asset Register
<b>13.</b>	<b>Sports Field</b>
13.1	Review of the month's Sports Field Inspection Sheets
13.2	To discuss and resolve whether to accept quotation for permissive footpath maintenance
13.3	To discuss pressure washing of perimeter metal fencing
<b>14.</b>	<b>Policing</b>
14.1	Crime Figures
<b>15.</b>	<b>To agree staff committee terms of reference and scheme of delegation</b>
<b>16.</b>	<b>To review and resolve to accept the Laptop Computer Policy issue 1</b>
<b>17.</b>	<b>The Queens Platinum Jubilee 2022</b>
17.1	To feedback and review the event that took place on 4 <sup>th</sup> of June 2022
17.2	To consider information received regarding a suitable tree to plant and resolve to purchase a tree and agree location of tree to be planted.
<b>18.</b>	<b>To receive an update on the Community Building project</b>
18.1	Platinum Jubilee Fund
18.2	Sports Field
<b>19.</b>	<b>To receive feedback from Leeds Castle Event – Cllr Clark</b>
<b>20.</b>	<b>To discuss and consider use of KALC Carbon Footprint Tool</b>
<b>21.</b>	<b>To discuss 'Lest We Forget Community Craft Project' idea</b>
<b>22.</b>	<b>To consider 'Think Tank' idea</b>
<b>23.</b>	<b>To consider employment of a Parish Operative</b>
<b>24.</b>	<b>Residents' concerns</b>
24.1	To consider and resolve what if any action to be taken in respect of:
24.2	Tom Hoy Award process
<b>25.</b>	<b>Any other information</b>
<b>26.</b>	<b>Items for next agenda</b>
	<b>Parish Council Meetings</b>
	<b>The next meetings of the Parish Council are scheduled for Monday 4<sup>th</sup> of July and Monday 18<sup>th</sup> July 2022. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</b>