



Broomfield and Kingswood Parish Council

www.broomfieldandkingswoodpc.kentparishes.gov.uk



Minutes of the Meeting of the Parish Council

Minutes of the Annual Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 15 May 2023

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Chris Pink,
Cllr Simon Pearce and Cllr Daren Moss

Hayley Roberts - Parish Clerk/RFO

There were four 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
805. 805.1 805.2	To receive and approve apologies for absence Cllr Jonathan Whitcombe – holiday Cllr Malcom Clarke – holiday	
806.	To receive the Declaration of Acceptance of Office for Elected Councillors. Declaration of Acceptance of Office forms received by Clerk for all Elected Councillors.	
807. 807.1 808.2	Election of Chairman (2023/24) To receive and consider nominations for Chairman Cllr Pink proposed Tina Clark be elected as Chairman and this was seconded by Cllr Davies and agreed unanimously. Cllr Clark accepted the nomination. Elected Chairman to sign Declaration of Acceptance of Office Cllr Clark signed the Declaration of Acceptance of Office.	
808. 808.1 808.2	Election of Vice Chairman (2023/24) To receive and consider nominations for Vice Chairman Cllr Clark proposed Gareth Davies be elected as Vice Chairman and this was seconded by Cllr Pearce and agreed unanimously. Cllr Davies accepted the nomination. Elected Vice Chairman to sign Declaration of Acceptance of Office Cllr Davies signed the Declaration of Acceptance of Office.	
809. 809.1 809.2 809.3	Councillors Declarations of interest in items on the agenda Lobbying - None Personal Interest - None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
810.	Welcome by the Parish Council Chairman	
811.	Co-Option Cllrs unanimously agreed to co-opt Daren Moss onto Broomfield and Kingswood Parish Council. Cllr Moss to complete Co-Option form and return to Parish Clerk ASAP.	Cllr Moss
812. 812.1 812.2	Reports from Representatives of Outside Bodies Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies sent. Maidstone Borough Council – Ward Councillor – no apologies received however report received and read by Clerk; <div style="text-align: right;">Signed _____</div>	

	<p>Her Majesty Queen Elizabeth II It is with deep sadness the Queens death was announced on 8th September. Maidstone as the county town of Kent lead the proclamation of the new King on Sunday 11th September in Jubilee Square. The proclamation was delivered by the High Sheriff of Kent, Russell Race. In attendance were many dignitaries, other Kent boroughs and large number of members of the public.</p> <p>Cost of Living Crisis Many residents are struggling with rising energy costs and inflation. We have seen rises in essential food which means some families cannot afford to put a meal on the table. MBC have set up a web page which has help and guidance. It can be found at https://maidstone.gov.uk/home/other-services/cost-of-living-advice Maidstone has helped 53 households from becoming homeless due to the Covid 19 pandemic by using a government grant to help clear mortgage, rent, council tax and utility bills arrears.</p> <p>1000 Affordable Homes It is MBC strategy to build 1000 affordable homes. MBC recognises the need for more affordable housing in the area and is determined that those in the local community who may not be able to afford to buy or rent privately have the opportunity to live in one of these new affordable homes.</p> <p>Local Plan Review MBC has received confirmation that the first stage of the Local Plan Review examination has been successful and will proceed to stage 2. The main impact for our area is that the Leeds Langley safeguarding area which will not now feature in the plan. Work will continue with KCC and other stakeholders so that any plan for a relief road will be in the next plan.</p> <p>Bins and Rubbish Mid Kent Partnership, which MBC is part, have awarded an eight-year contract to SUEZ. The new contract will begin in March 2024 and will introduce new technology and industry improvements. Existing employees of Biffa will transfer to the new contractor. If anyone has any concerns with the service being provided, they should report it.</p> <p>Ukraine Maidstone has housed a number of Ukrainian Refugees and more than 60 attended a gathering with the Mayor to commemorate Ukrainian Independent Day. The Town Hall was lit with the national colours of blue and yellow.</p> <p>Town Centre Strategy This strategy will aim to create a range of new retail, leisure and employment opportunities for people, businesses and communities in the town centre and across the borough. It will identify a variety of new education, health and other infrastructure projects all to reinforce Maidstone as the county town of Kent and the business capital of Kent.</p> <p>Mote Park A new café opened in Mote Park. This is the second phase of the council's investment into the redevelopment of Mote Park. Further plans include renovation the toilet block.</p>	
813.	<p>To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 17 April 2023. The above minutes were approved as a true copy and duly signed by Cllr Clark.</p>	
814.	<p>Declarations of Interest To receive Declarations of Interest forms from Elected Councillors. Cllrs given forms and will complete outside of the meeting and return to the Clerk ASAP.</p>	All Cllrs
815.	<p>For members to confirm in writing that they agree to receive ALL communications electronically during their period of office Cllrs noted the recommended measures to ensure compliance with GDPR. Cllrs completed and signed forms thereby giving their consent to receive information from Councillors and the Clerk via email. The forms were handed to the Clerk to be retained on file.</p>	
816. 816.1	<p>Planning Applications The following Planning Applications to be considered and resolved: Application Ref 23/501861/FULL Proposal: Use of land for stationing of 7(no) holiday static mobiles, including retention of 2(no) existing holiday static mobiles. (Resubmission of 22/504148/FULL). Address: The Finches Caravan And Camping Site Cllrs discussed and query raised. Clerk to contact planning department and use delegated powers for Cllrs to make a decision via email.</p> <p style="text-align: right;">Signed _____</p>	Clerk

816.2	<p>Application Ref: 23/501464/FULL Proposal: Erection of a first floor side extension above existing kitchen. Erection of a single storey rear extension including rooflight. Erection of front porch and changes to fenestration. Address: Oakfield House Lenham Road Kingswood Maidstone Kent ME17 1LZ After due consideration Cllrs had no objections to this application.</p>	
816.3	<p>Application Ref: 23/501829/FULL Proposal: Demolition of existing Conservatory and Utility. Erection of a single storey rear/side extension including rooflights and lantern, alterations to the existing driveway/patio paving Address: The Whispers Whitehall Drive Kingswood Maidstone Kent ME17 3PG After due consideration Cllrs had no objections to this application.</p>	
816.4	<p>Application Ref: 23/502048/FULL Proposal: Section 73 - Application for Variation of condition 1 (to remove time limit to allow for the permanent residency of Mr Eldridge) pursuant to application MA/14/0668 for Retrospective application for the change of use of land from agricultural to residential involving the stationing of one mobile home and the laying of hard surfacing. Address: Oaklands Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NS After due consideration Cllrs had no objections to this application.</p>	
816.5	<p>Application Ref: 23/501721/TPOA Proposal: TPO application to fell and remove one Goat Willow to ground level. Address: 14 Peter Pease Close Kingswood Kent ME17 3BZ After due consideration Cllrs had no objections to this application.</p>	
817.	<p>Planning Outcomes (for report only) Two applications have been decided since the last PC meet:</p>	
817.1	<p>Application Ref: 23/500304/FULL Address: Leeds Castle Ashford Road Hollingbourne Kent ME17 1PL Proposal: Erection of 4no. hotel room cabins along the edge of the Great Water. Works will include landscape, decking, single hotel room buildings and associated access works. Cllrs had no objections to this application. Cllrs did want it noted that increased traffic is a concern. MBC Decision: Application permitted 05.05.23</p>	
817.2	<p>Application Ref: 23/500804/FULL Address: Carlyon Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NU Proposal: Demolition of existing front porch. Erection of single storey rear extension and front extension to form porch and bay windows, with internal alterations. (revised scheme to 9/503653/FULL being a gable roof to porch and changes to fenestration) MBC Decision: Application permitted 10.05.23</p>	
818.	<p>Actions & Outcomes (for report only) Cllrs reviewed and discussed actions and outcomes, all are either ongoing or being dealt with within the agenda.</p>	
819.	<p>Staff Committee</p>	
819.1	<p>Staff Committee Report Cllr Davies reviewed the last twelve months of the Staff Committee and expressed thanks to Clerk for her hard work.</p>	
819.2	<p>To agree committee terms of reference and scheme of delegation Circulated prior to the meeting and agreed and duly signed by Cllr Davies.</p>	
820.	<p>Committee and Working Group Structure for 2023/24 To appoint membership and substitutes of committees and working groups for 2023/2024 Cllrs unanimously agreed to membership of the following committees;</p>	
820.1	<p>Staffing Committee – Cllr Davies, Cllr Pink and Cllr Pearce – Cllr Moss to be a reserve</p>	
820.2	<p>Joint Village Hall Project Committee – Cllr Clark and Cllr Clarke</p>	
821.	<p>Delegation Powers re Planning (Minute No 19/101.1) Delegation To resolve to adopt Circulated prior to meeting and following discussion Cllrs resolved to duly adopt delegation powers re planning (Minute No 19/101.1) Delegation. Signed by Cllr Clark.</p>	
822.	<p>To review the following for adoption:</p>	
822.1	<p>Standing Orders Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the Standing Orders. Duly adopted and signed by Cllr Clark.</p>	
Signed _____		

827.	Finances and Payment of Accounts	
827.1	Bank reconciliation – April 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and RFO.	
827.2	Responsible Finance Officer's report April 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Pink.	
827.3	To approve the schedule of payments for April 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark.	
827.4	To ratify payments already made in May 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Pink.	
827.5	Reconciliation of invoices against cheques and ledger for April 2023 Councillors reconciled the invoices against the ledger and Cllr Pearce initialled the invoices and ledger accordingly.	
827.6	To consider performance against the 2023/24 budget Cllrs considered the budget performance for 2023/24 so far.	
827.7	To review and resolve to accept insurance renewal for 2023/24. Cllrs reviewed the insurance renewal of £1,091.95 for 2023/24 and resolved to renew. Clerk to action accordingly.	Clerk
827.8	To resolve to agree and renew KALC and NALC membership for 2023/24. Following due consideration, Cllrs resolved to renew the Parish Council's membership at a renewal premium of £683.08. Clerk to action accordingly.	Clerk
827.9	To resolve whether to move funds from the UTB bank account to the Nationwide bank account Cllrs discussed and resolved to transfer £30,000 into the Parish Council Nationwide savings account as per funds allocated and earmarked in the reserves fund. Clerk to action accordingly.	Clerk
828.	Sports Field	
828.1	Review of the month's Sports Field Inspection Sheets No issues to report.	
828.2	To resolve to accept quotation for the planting of trees at The Sports Field. After due consideration Cllrs resolved to accept the quotation of £1,230 for the purchase and planting of a birch tree and two apple trees. Clerk to arrange.	Clerk
828.3	To resolve to accept quotation for pothole repair at The Sports Field. Clerk advised that only one company was able to provide a quotation, other companies either did not reply or advised the job was too small. Cllrs discussed and resolved to accept the quotation of £1,650 to repair the potholes. Clerk to arrange.	Clerk
828.4	To review Headcorn FC contract for The Sports Field Cllrs discussed and reviewed the use of The Sports Field by Headcorn FC. Whilst Cllrs had concerns over parking Cllrs resolved that parking has improved since further measures have been implemented. Cllrs resolved that they had no objections to extending the contract for another year.	
828.5	Cllrs discussed Headcorn FCs request for a shed and resolved that they had no issues with a shed being placed in a suitable location at The Sports Field. Cllrs to attend Sports Field and discuss location.	Cllrs
829.	Policing	
829.1	Crime Figures Between 22:00 on Monday 13th of April and 07:00 on Friday 14th of April in Broomfield Road. Somebody smashed a window of a residential property. Crime Report No. 46/68200/23 - Posted 17/04/2023	
829.2	On Saturday 22nd of April between 22:30 and 23:30 in Broomfield. Somebody broke into a business property and stole a wheelchair which was later found in the grounds damaged. Crime Report No. 46/72886/23 - Posted 24/04/2023	
	Signed _____	

829.3	On Thursday 20th of April around 00:01 in Gravelly Bottom Road. Somebody has caused damage to a bench. Crime Report No. 46/73225/23 - Posted 26/04/2023	
830.	To discuss and amend the Highway Improvement Plan for the Parish Cllrs discussed and amended the Highway Improvement Plan. Clerk to discuss with Highways and then upload updated HIP to the Parish Council website.	Clerk
831.	Report from Kent Community Speedwatch regarding damage to road signs and the position of signs Cllrs discussed road signs and resolved to add to the HIP 2023. Clerk to action accordingly.	Clerk
832.	To discuss Parish Council Community Cost of Living Support Grant The purpose of the grant is to deliver a Grant Scheme for Parish Councils in Kent, that allows them to access funding to deliver local initiatives supporting people in financial hardship. Cllrs discussed and struggled to think of a way to use the funds within the criteria. If any residents have any ideas and would like more information in relation to the grant please contact Hayley, Parish Clerk before the deadline of the 31 st of May 2023.	
833.	To resolve to purchase a Silent Tommy Cllrs resolved to purchase two Silent Tommys for the village using funds of £243.19 which was donated from the Community Poppy Project and money allocated for Remembrance Day. Clerk to contact Parish Council RBLI representative re large 6ft statues.	Clerk
834.	To discuss the Love Where You Live application Clerk advised that the Parish Council application has been approved and the Parish Council have been awarded £400 towards bee and bird boxes, wild flower seeds and improving the village. Clerk to put together a proposal of how the money could be spent for Councillors to consider once funds have been received.	Clerk
835.	To review and receive feedback for Parish Council Coronation Event held on 8th May 2023 Clerk and Cllr Clark provided feedback from the event which Cllrs agreed went really well. Cllrs want to thank all those that attended and all the volunteers that helped make it a fantastic day!	
836.	To discuss the village planters Cllrs discussed and agreed that Paul Beaney should continue to update the planters using the allocated budget of £1,500 for 2023/24.	
837. 837.1 837.2	Residents' Concerns Six month Leeds road closure Cllrs discussed and advised representative will be attending the SEW Public Drop In Meeting on Tuesday 16 th of May. Cllrs continue to raise concerns with SEW, KCC and MPs. Nuisance bikes Clerk contacted our local PCSO who has been gathering information and talking to those concerns. Investigations are ongoing. Please continue to report all incidents using the Kent Police Online Reporting Tool. The following link can be used https://www.kent.police.uk/ro/report or alternatively you can call 111 or 999 for emergencies.	
838.	Any Other Information Maidstone Borough Council has committed to delivering a Design and Sustainability Development Plan Document (DPD) to sit alongside its Local Plan and forthcoming Local Plan Review. The Design and Sustainability DPD – Preferred Approaches (Regulation 18) document has been prepared for public consultation. The consultation document puts forward a range of draft policies around the following themes, which new developments will be assessed against: <ul style="list-style-type: none"> • Placemaking • Streets and Buildings • Open Space and Nature • Movement • Sustainable Buildings • Design Quality The Preferred Approaches document is accompanied by a consultation on the Sustainability Appraisal. A Sustainability Appraisal is an iterative process which runs alongside the production of the Design and Sustainability DPD and helps inform the ongoing decision-making process. The Sustainability Appraisal document being consulted on considers the draft policies against sustainability objectives. Signed	

	<p>The Preferred Approaches document and Sustainability Appraisal, along with the evidence base and other information can be viewed and downloaded from the council's website https://localplan.maidstone.gov.uk/home/design-and-sustainability-development-plan-document and is available for inspection at:</p> <p>Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent, ME15 6JQ by appointment. Please contact the Strategic Planning Team, by email at: ldf@maidstone.gov.uk or by phone 01622 602000.</p> <p>All libraries in Maidstone Borough area during normal opening hours.</p> <p>Period for representations: The consultation period for receipt of representations on the Design and Sustainability DPD will be from 4.00pm on 28th April 2023 to 5.00pm on 12th June 2023. Duly made representations must be received by the Borough Council within this period. No representations will be accepted outside of this period.</p>	
839. 839.1 839.2	Items for next agenda for Parish Council Meeting June 2023 To review the following for adoption Risk assessment risk matrix 2023 To review and approve GDPR Policy	
840.	<p>To agree the public's exclusion from the confidential part of the meeting. That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw. Cllrs resolved to agree the public's exclusion from the confidential part of the meeting.</p>	
841.	<p>To discuss sports field matter Cllrs discussed.</p>	
804.	<p>Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2024, date to be confirmed.</p> <p>Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 19 June 2023. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood at 7.30pm.</p> <p style="text-align: right;">Signed _____</p>	