



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 15 August 2022

Present at meeting: Cllr Tina Clark (Chairman); Cllr Gareth Davies (Vice Chairman); Cllr Chris Pink;
Cllr Lakin; Cllr Pearce and Cllr Malcolm Clarke

Hayley Roberts - Parish Clerk/RFO

There was no 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
597. 597.1	To receive and approve apologies for absence Cllr Aimee Parker – work commitment	
598. 598.1 598.2 598.3	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	
599.	Welcome by the Parish Council Chairman, Tina Clark	
600. 600.1	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort <u>Operation Brock</u> - The Council is calling for change in the way that Operation Brock is implemented on the M20 due to the amount of disruption it causes to residents and businesses in Maidstone and surrounding areas. To help understand how it affects people Maidstone Borough Council has launched a survey asking for experiences and how it impacts personal working lives so that it can build a picture of the environmental, social and economic impacts. The MBC survey which asks people for their experiences can be accessed here: https://letstalkmaidstone.uk.engagementhq.com/the-m20-operation-brock?page=1 <u>Leeds/Langley Bypass</u> – Ongoing, there is an area of land that is safeguarded for the bypass in the local plan. The bypass is something that has long been campaigned for. <u>General Residents Survey</u> - The survey gives all residents the opportunity to tell the Council about their experiences of living in Maidstone. From housing to health and well-being, waste and recycling to the cost-of-living crisis, resident's viewpoints are extremely valuable and will help inform the decisions the Council makes. The survey closes on the 4 th of September and is available here; https://letstalkmaidstone.uk.engagementhq.com/resident-survey-2022-2	
	<i>Cllr Fort left the meeting at 7.51pm</i>	
601.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 18 July 2022 The above minutes were approved as a true copy and duly signed by Cllr Clark.	
602. 602.1	Planning Outcomes (for report only) Cllrs noted that MBC had determined the following planning applications: Application Ref: 22/503009/TPOA Proposal: Tree Preservation Order application: T1 - Birch - Dead, remove and re-plant. T2 - Birch - remove and re-plant, suspect significant root decay and Honey Fungus will likely kill the tree in the near future. Address: 19 Tall Trees Close Kingswood Maidstone Kent ME17 3PT MBC Decision: Application Permitted 12.07.22 Signed _____	

603.	Actions & Outcomes (for report only)	
603.1	Cllrs discussed outstanding actions and all are progressing and actions requiring attention are being dealt with within the agenda.	
603.2	Cllr Clark advised scanned documents are currently being reviewed.	
604.	Finances and Payment of Accounts	
604.1	Bank reconciliation July 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and RFO.	
604.2	Responsible Finance Officer's report July 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and Cllr Clark.	
604.3	To approve the schedule of payments for August 2022 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Pink and Cllr Clark.	
604.4	To ratify payments already made in July 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and Cllr Davies.	
604.5	Reconciliation of invoices against cheques and ledger for July 2022 Councillors reconciled the invoices against the ledger and Cllr Pearce initialled the invoices and ledger accordingly.	
604.6	To consider performance against the 2022/23 budget Cllrs noted the performance against the 2022/23 budget.	
604.7	To consider and approve SLCC membership renewal for Parish Clerk Cllrs considered and approved renewal of SLCC membership for renewal price of £171.	Clerk
605.	Sports Field	
605.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed and no action required.	
605.2	To consider and resolve to accept quotation for picnic benches Cllrs considered quotations and resolved to proceed with the purchase of five rainbow coloured picnic benches made of recycled plastic. Clerk to purchase and arrange installation.	Clerk
605.3	To review annual tree survey audit report and resolve to accept remedial work. Cllrs reviewed and resolved to accept quotation for remedial work and suggested work to trees adjacent to the parking areas for the playing field. Cllrs also asked that the trees along Lenham Road be cut back as part of the work. Clerk to organise.	Clerk
605.4	To discuss apple tree planting advice and resolve location of the trees. Cllrs resolved to accept recommendation of locations of apple trees. Clerk will arrange the purchase of and planting of the trees when the planting season is upon us.	Clerk
606.	Policing	
606.1	Crime Figures Between 18:00 on Wednesday 20th of July and 08:00 on Thursday 21st of July in Cayser Drive. Somebody damaged a shed and its contents. Crime Report No. 46/141061/22 - Posted 24/07/2022	
606.2	On Wednesday 3rd of August around 00:30 in Lenham Road. Three people stole telephone cables from underground. Crime Report No. 46/149450/22 - Posted 04/08/2022	
607.	To agree staff committee terms of reference and scheme of delegation Cllrs discussed and further amendment required. To be amended and signed at next meeting.	Clerk
608.	To receive an update on the Community Building project Cllrs discussed progress and a meeting date for the committee has been set for September. Cllrs to feedback at the next Parish Council meeting.	
609.	To discuss Backup Storage and resolve how to proceed Cllrs discussed need for a back storage device for Parish Council files. Cllr Pink provided information and Cllrs resolved to accept and purchase his recommendation of NAS drive and backup UPS. Clerk to action. Signed _____	Clerk

610.	<p>To feedback from meeting with South East Water and KCC in relation to Ulcombe Hill five month closure and discuss outcome</p> <p>Cllr Clark and Clerk discussed meeting outcome and advised Ulcombe Hill will be closed for five months. Details of the closure have been emailed to residents, placed on the Parish Council Facebook page and there is an area on the Parish Council website with details. The following webpage can also be accessed for up to date information; https://www.southeastwater.co.uk/about/updates/improving-your-water-network/water-main-replacement-in-ulcombe</p>	
611.	<p>To provide feedback from and discuss Chairmanship Conference</p> <p>Conference was postponed due to COVID.</p>	
612.	<p>To provide feedback from and discuss Operation Brock meeting</p> <p>Cllr Pink attended and provided feedback whereby Parish Councils raised concerned regarding Operation Brock. Residents are encouraged to complete online survey using following link; https://letstalkmaidstone.uk.engagementhq.com/the-m20-operation-brock?page=1 Meeting was cut short due to traffic issues that needed to be addressed by the Operation Brock team.</p>	
613.	<p>To provide feedback from and discuss Operation London Bridge webinar</p> <p>Feedback provided by Clerk and Cllrs discussed. Confidential therefore only discussed in presence of Cllrs.</p>	
614.	<p>To discuss outcome of innovative thinking meeting</p> <p>Cllr Clarke discussed outcome of innovative thinking meeting and concluded that the main issue to arise is poor communication. Cllrs discussed and resolved to set up a Cllrs WhatsApp group to enable Clerk to inform Cllrs of urgent emails waiting to be read and responded to, meeting dates etc. No discussions are to take place in relation to Parish Council matters on the WhatsApp group.</p>	Clerk
615.	<p>Ratification of planning application reference 22/503426/FULL; 4 Ivy Close Kingswood Maidstone Kent ME17 3QN; Loft conversion with side dormer, 3no. roof lights and changes to fenestration (works started).</p> <p>Following due consideration, Cllrs resolved that they had no objections to this application. Ratification of decision at July meeting.</p>	
616.	<p>To discuss 'Broomfield Green'</p> <p>Residents raised concerned regarding the repair required to the stone wall on the area known as Broomfield Green. Clerk has investigated and there appears to be no owner of this land, the Parish Council noticeboard has been located here for many years. Cllrs resolved to formally adopt the land of Broomfield Green and also resolved to undertake a full repair of the wall to include looking into making the wall higher. Clerk to organise.</p>	Clerk
617. 617.1 617.2 617.3	<p>Residents' concerns</p> <p>To consider and resolve what if any action to be taken in respect of:</p> <p>617.1 Broomfield Road sign damage Cllr noted the damage to the Broomfield Road sign. This damage was reported by the Clerk to MBC who will replace the sign in due course and also to the police. Sign has since disappeared, possibly stolen.</p> <p>617.2 617.3 Motorbikes in the woods Cllrs discussed issue raised of motorbikes in the woods without permission. The owner of the woods concerned has been notified of the issue by the Clerk. It should be noted that the woods is owned by a number of different people and in some areas of the woods those owners may have given permission for motorbikes to be there. There was a suggestion that perhaps wildlife type cameras could be placed in known areas of ASB around the village, this was only a suggestion and would need to be fully looked into further before a decision is made about the appropriateness of this. Clerk to investigate.</p>	<p>AMENDMENT</p> <p>Clerk</p>
618. 618.1	<p>Any other information</p> <p>618.1 Coffee morning Cllr Clark advised the Parish Council Pop Up Café was very successful in July. Something to perhaps consider doing again in the future when there is availability in the Village Hall and when the Rural Kent Pop Up Café is not visiting.</p>	
595. 595.1 595.2 595.3	<p>Items for next agenda</p> <p>595.1 To agree staff committee terms of reference and scheme of delegation 595.2 To receive an update on the Community Building project 595.3 To discuss the creation and implementation of an emergency plan</p>	
Signed _____		

596.	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council is scheduled for Monday 19 September 2022. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>There was no further business, Cllr Clark closed the meeting at 9.10pm</p> <p style="text-align: right;">Signed _____</p>	
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