



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 January 2024

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Simon Pearce, Cllr Chris Pink, Cllr Daren Moss 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
990.	To receive and approve apologies for absence None	
991.	Councillors Declarations of interest in items on the agenda	
991.1	Lobbying – None	
991.2	Personal Interest – None	
991.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
992.	Welcome by the Parish Council Chairman, Cllr Tina Clark	
993.	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort – not present and no apologies received.	
994.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 20th November 2023 Cllrs discussed and approved minutes. Clerk to bring minutes to next meeting for Cllr Clark to sign.	Clerk
995.	Ratification of Planning consultation application No: 22/501392/FULL Location: Cherry Tree Farm Cross Drive Kingswood Kent ME17 3NP Proposal: Retrospective change of use of site to a mixed use of dog grooming and doggy day care Cllrs ratified decision made by email to object to the above planning application.	
996.	Planning Applications	
996.1	Application Ref: 23/505647/FULL Proposal: Section 73 - Application for minor material amendment to approved plans condition 15 (to allow increase in size of building) pursuant to 22/505903/FULL (Renewal of planning permission 20/500416/FULL for demolition of existing fire damaged building and erection of replacement commercial/industrial building for Classes E (g-i, ii and iii), B2 and B8 uses). Address: The Homestead Gravelly Bottom Road Kingswood Kent ME17 3NU After due consideration Cllrs resolved to object to this application.	
996.2	Application Ref: 24/500031/FULL Proposal: Retrospective application for conversion of store and erection of side extension to existing garage, to create an annexe ancillary to main dwelling. Address: Sevenoaks Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NS After due consideration Cllrs had no objections to this application.	
997.	Planning Outcomes (for report only) One application has been decided since the last PC meet: Application Ref: 23/504577/FULL Address: 1 Ivy Close Kingswood Maidstone Kent ME17 3QN Proposal: Erection of a single storey side and front porch extension. Removal of existing garage and conservatory. MBC Decision: Application permitted 06.12.23	
Signed _____		

998.	Actions & Outcomes (for report only) Cllrs reviewed and discussed actions and outcomes and noted that the majority of actions are being dealt with within the agenda for the meeting.	
999.	Finances and Payment of Accounts	
999.1	Bank reconciliation November and December 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. November 2023 signed by Cllr Clarke and RFO. December 2023 signed by Cllr Pearce and RFO.	
999.2	Responsible Finance Officer's report November and December 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. November 2023 signed by Cllr Pearce and Cllr Pink. December 2023 signed by Cllr Clark and Cllr Moss.	
999.3	To approve the schedule of payments for January 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Pink.	
999.4	To ratify payments already made in November and December 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. November 2023 signed by Cllr Pearce and Cllr Pink. December 2023 signed by Cllr Clark and Cllr Moss.	
999.5	Reconciliation of invoices against cheques and ledger for November and December 2023 Councillors reconciled the invoices against the ledger and Cllr Pearce initialled the invoices and ledger accordingly.	
999.6	To consider performance against the 2023/24 budget Cllrs considered the budget performance for 2023/24 so far.	
999.7	To discuss the final draft budget 2024/25 and resolve to adopt it Cllrs discussed the budget figure of £61,904 (figure does not include general and earmarked reserves) and resolved to adopt the budget for 2024/25.	
999.8	To resolve the level of precept for 2024/25 After due consideration Cllrs agreed to recommend maintaining the current band D charge of £85 which will generate a precept of £61,668.00 from the tax base for 2024/25. There would be an increase of £508 in total funding. There would be no change in the parish element of the council tax for each resident. Clerk to advise MBC accordingly and await final decision.	
999.9	To review and agree The Village Hall Hire annual increase Cllrs reviewed the increase of £1 per hour and resolved to accept it.	
999.10	To review and agree increase in maintenance service fee Cllrs reviewed the increase of £3 per hour and resolved to accept it.	
001.	Sports Field	
001.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed and resolved that the potholes require repair, clerk to obtain quotations.	Clerk
001.2	To discuss quotations for CCTV equipment and resolve how to proceed Cllr Pink discussed the quotations. Cllrs had a few queries. Cllr Pink to go back to companies and report back at next meeting.	Cllr Pink
001.3	To discuss quotations for car park and wooden bollards and resolve how to proceed Cllrs reviewed quotations and resolved that this should be a joint project with the CCTV due to required groundworks. Further quotations to be obtained in conjunction with CCTV quotations. Clerk to arrange.	Clerk
001.4	To review potholes outside Sports Field entrance MBC have advised the pothole outside the Sports Field gates is not on land owned by MBC. Cllrs resolved to repair along with other potholes within car park. Clerk to arrange.	Clerk
002.	Policing Crime Figures On Sunday 7th of January between 12:17 and 12:45 in Broomfield. Somebody broke into the greenkeepers compound at public attraction and stole tools. Crime Report No. 46/6324/24 - Posted 14/01/2024 <div style="text-align: right;">Signed _____</div>	

003.	To consider and approve GDPR policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
004.	To receive an update on the Joint Village Hall Project Cllr Clark has advised a meeting has taken place with Maidstone Borough Councils pre planning department and it was a positive meeting. The project will now be moved forward jointly and next steps will be discussed between both parties.	
005.	To discuss Silent Tommy Vandalism and resolve how to proceed Cllrs discussed the further vandalism of the Silent Tommy statue and there are no words to describe the anger and disappointment that Cllrs feel. Kent Police have been contacted. It is not possible to repair the Silent Tommy after the third vandalism attempt as the Silent Tommy head is missing. Cllrs discussed various options including locating the Silent Tommy elsewhere, CCTV, having a statue made using stronger material and reinforcing the statue. Cllrs resolved that the first step is to replace the Silent Tommy statue, Clerk to look at various options and to contact The Royal British Legion for their guidance and report back at the next meeting.	Clerk
006.	To discuss village planter quotations and resolve how to proceed Cllrs discussed quotations and resolved that the planters do need to be tidied up. Cllrs agreed to proceed with a new wooden surround and sign for each planter. Clerk to arrange quotation on this basis.	Clerk
007.	To agree the process for the Tom Hoy Award 2024 Cllrs discussed and agreed a process for the Tom Hoy Award 2024. Details to be sent out shortly.	Clerk
008.	Feedback from Helen Whately meeting on 8th December 2023 Meeting attended by Parish Clerk. Main points from meeting.. Leeds/Langley Relief Road – this is something that is still being worked on and the hope is that within the next year a draft framework will be produced. The short term focus will be on financing, consultations and policy. Policing issues – the neighbourhood police model will be complete by Spring. There is a focus on improving outcomes for victims of crime. My Community Voice is a vital tool for communication and residents are encouraged to sign up to this https://www.mycommunityvoicekent.co.uk/	
009.	To discuss outcome of DHSC Defibrillator Scheme application and resolve how to proceed with regards to the purchase of a second defibrillator The application for a fully funded defibrillator was not successful however another application has been made to another available scheme. Await outcome.	
010.	To resolve how to proceed with the Pop Up Café donations Cllrs resolved to take a list of local charities and organisations to the next Pop Up Café on the 15 th of February in order for residents to vote on who the Pop Up Café donations should be donated to. If anyone would like to nominate a Charity or Organisation please contact the Parish Clerk before the 1 st of February.	Clerk
011.	To receive an update on the number 59 bus service The National Lottery Community Fund has awarded £7800 to keep the one day a week number 59 bus service running until at least 2025. The bus service continues to be affected by road closures, SEW and Helen Whately have been contacted in order for this to be discussed.	
012.	To receive an update on the Highway Improvement Plan actions 012.1 Cllrs were updated on latest Highway Improvement Plan actions.. <ul style="list-style-type: none"> - Speed survey carried out on Broomfield Road average speed is around 30mph and 15% of drivers are travelling above the 35mph mark. 6% of vehicles travelled above 40mph. - In relation to HGV vehicles - any vehicles that are travelling down Broomfield Road should be aware that they are within a weight restriction that they can only enter with legitimate access needs. It might be possible to upgrade the advance signs on the A20 either side of the junction from "unsuitable for HGV" signs to ones advertising the weight limit. - The blue unsuitable for HGV sign should be removed on Broomfield road junction A20, as this is superseded by the weight limit signs. - It is possible to install '30' roundels painted on the road along Lenham Road. - Chegworth Road - The recommendation is to leave this junction as is. Cllrs discussed these responses and a response will be sent in relation to this. 012.2 Cllrs resolved that they would like a number of roundels to be installed along Lenham Road between Wents and The Sports Field. Something that could possibly be funded by the Parish Council if necessary. Clerk to speak to Highways. <div style="text-align: right;">Signed _____</div>	Clerk

013.	Residents' concerns	
013.1	<p>Dog Fouling Dog fouling around the Parish has increased again. Cllrs want to remind dog owners that it is illegal not to pick up your dogs mess and this can result in a fine! If residents come across any dog mess they can report it to Maidstone Borough Council using the following link and it will be cleaned up - https://self.maidstone.gov.uk/service/report_dog_mess</p>	
013.2	<p>Parking on pavements Cllrs have received reports about parking on pavements becoming an issue. It is illegal to park on a pavement, not to mention inconsiderate. Residents with pushchairs, wheelchairs etc should not be made to use the road. Clerk to speak to PC Mitch Hunt to raise the issue.</p>	Clerk
013.3	<p>Lack of bus service Concerns raised about the lack of bus service in the parish. In February 2023 KCC removed funding for a number of bus services and unfortunately that resulted in the loss of our number 59 bus service altogether. At the time Cllrs met with other local Parishes and managed to secure a grant to fund a one day a week service which we are pleased to say has now been secured until 2025 thanks to Lottery funding. The Parish Council does not have the money to fund a bus service and with the loss of the KCC funding a service every day is just not possible. Cllrs appreciate that a one day a week service is not adequate for our residents, and we continue to meet with other local Parishes to discuss this but due to funding constraints it is very difficult to secure more days.</p>	
013.4	<p>Road closures Cllrs discussed the current road closure situation and agree that the number of road closures, diversion routes and chaos caused is not acceptable. Cllrs resolved to write a letter of complaint to KCC and request a meeting. Clerk to contact KCC in relation to current road closure issues as and when appropriate.</p>	Clerk
014.	Any other information	
014.1	<p>Kingswood Village Fete – there is a proposed date of the 6th of July 2024 for a village fete. Keep it free! More details to follow shortly.</p>	
014.2	<p>Facebook – please note that the Clerk and Councillors WILL NOT respond to comments on social media. If residents wish to discuss something with the Parish Council they can contact the Parish Clerk by phone or email or alternatively attend a Parish Council meeting. Cllrs meet on the third Monday of the month, anyone is very welcome to attend. Email: parishclerk@bandkpc.org Mobile: 07719317702</p>	
014.3	<p>KCC Kent Parish Council Winter Support Scheme - Applications are now open for Town and Parish Councils to seek funding for either new or existing initiatives aimed at assisting individuals experiencing financial hardship due to the ongoing cost-of-living crisis. It is important to note that the available funds are limited and will be allocated on a first-come, first-served basis. We therefore strongly encourage early applications. The scheme is designed to support a diverse range of low-income households, including families with children, older individuals, unpaid caregivers, and those living with a disability—each facing unique and acute challenges. Funds from the scheme can be utilised for various purposes, such as purchasing food, washing machines, fridge freezers, slow cookers, air fryers, as well as energy-saving items like lightbulbs, warm packs, draft excluders, and winter clothing. Additionally, the funds can contribute to managing health conditions, safeguarding independence, and preventing social isolation. If this is something that can be of assistance to you please contact the Parish Clerk.</p>	
014.4	<p>Two planning applications are to be considered by Cllrs using the Parish Councils delegated powers by email as they were received after the agenda publishing deadline. Application Ref: 23/505639/FULL Proposal: Siting of a replacement mobile home for gypsy/traveller use. Address: Kwana Cross Drive Kingswood Kent ME17 3NP Comments due by: 2 February 2024</p> <p>Application Ref: 23/505767/OUT Proposal: Outline Application (access, layout and scale sought) for erection of a detached 4 bed house with associated parking and access. Address: Little Chippings Lenham Road Kingswood Kent ME17 1LZ Comments due by: 2 February 2024</p>	
988.	Items for next agenda	
988.1	<p>Feedback from training Communicating with your Community Part 2: Engaging with your Community by Cllr Clarke</p>	
988.2	<p>To receive an update on the Joint Village Hall Project</p>	
988.3	<p>To discuss quotations for CCTV equipment and resolve how to proceed</p>	

Signed

988.4	To discuss quotations for car park and wooden bollards and resolve how to proceed	
989.	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council is scheduled for Monday 5th and 19th of February 2024. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p style="text-align: right;">Signed _____</p>	