



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 15 March 2021

Present: Cllr Tina Clark (Chair); Cllr Gareth Davies; Cllr Chris Pink; Cllr Laura Hubbard; Ken Pattison; Cllr Aimee Parker; Cllr Ron Kemp, Cllr Simon Pearce, Cllr Kat Ross (9)

Pam Bower - Clerk

There was one member 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 19:15

Min No	Item	Action
213	To receive and approve apologies for absence Apologies were received and approved for:	
214	Cllrs Declarations of interest in items on the agenda	
214.1	Lobbying – None	
214.2	Personal Interest – Cllr Parker, Item 216.1	
214.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – Cllrs Parker and Ross Item 2.2	
215	Reports from Representatives of Outside Bodies	
215.1	Kent County Council – County Cllr – Maidstone Rural East – Shellina Prendergast – apologies received	
215.2	Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Planning Application 20/505978/P20ZA - The Homestead, Gravelly Bottom Road – This was refused by MBC as there is no building on the site, only a burnt-out shell. Pilot Scheme to Combat Litter – this Pilot Scheme will begin in April and MBC are the first in the country to pilot the scheme. MBC will focus the main areas where car drivers drop litter, such as roundabouts. If this is a success, MBC may roll it out to other areas. Local Plan Consultation – 3,200 responses were received from residents, developers etc. Residents were mainly concerned about infrastructure such as highway schemes, schools and surgeries. It is hoped these concerns will be taken into account when the review is drawn up and goes to S19. Council Tax – this will be increased by 2% for 2021/22 Local Bus Pilot – whilst this is a KCC initiative Cllr Fort agreed to make enquires about it and report back 	Cllr Fort
<i>Cllr Parker left the meeting for Item 216.1</i>		
216.	Planning Applications The following Planning Applications to be considered and resolved:	
216.1	Application: 21/500546/FULL Proposal: Erection of a single storey, flat roof rear extension and front porch, including loft conversion with rear dormer Location: 18 Tall Trees Close Kingswood Maidstone Kent ME17 3PT Concerns were raised by the member of the public attending the meeting, that as this house backs onto his property, the height of the proposed development would not only be imposing and out of character with the area but would also result in a clear line of vision to his garden, and house. After due consideration Cllrs felt they were unable to make comment and requested that the decision be deferred to Maidstone Borough Councils' Planning Officers for determination. The resident was also advised to submit his comments onto the planning portal.	
216.2	Application: 21/501111/FULL Signed _____	

	<p>Proposal: Erection of front porch and insertion of front dormer (resubmission of 20/505917/FULL) Location: Honeysuckle House 50 Chestnut Drive Kingswood Maidstone Kent ME17 3PJ</p> <p style="text-align: right;">APPROVED</p> <p>Cllrs noted that this was a resubmission of an application that they had considered at the February Parish Council meeting and after further consideration, approved the application.</p>	
217.	<p>Planning Outcomes (for report only) Cllrs noted that MBC had determined the following planning applications:</p> <p>Application: 20/505917/FULL Proposal: Erection of front porch extension and insertion of front and rear dormers Location: Honeysuckle House 50 Chestnut Drive Kingswood Maidstone Kent ME17 3PJ MBC Decision: Application Refused 15.02.21</p> <p>Application: 20/506083/FULL Proposal: Erection of a first-floor side extension Location: 46 Cayser Drive Kingswood Maidstone Kent ME17 3QD MBC Decision: Application permitted 17.02.21</p>	
<i>Cllr Parker re-joined the meeting</i>		
218. 218.1	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 15 February 2021 The above minutes were approved. Cllrs resolved that as this meeting was a virtual one, the minutes could be signed as a true record by Cllr Clark outside of the meeting.</p>	Cllr Clark/Clerk
219.	<p>Actions & Outcomes (for report only) Cllrs noted that all actions are either complete, in progress or on hold.</p>	
220.	Finances and Payment of Accounts – RFO	
220.1	<p>Bank reconciliation – February 2021 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.</p>	Cllrs/Clerk
220.2	<p>Responsible Finance Officer's report February 2021 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.</p>	Cllrs/Clerk
220.3	<p>To approve the schedule of payments for March 2021 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments.</p>	
220.4	<p>To ratify payments already made in February 2021 Cllrs resolved to ratify payments already made in February 2021.</p>	
220.5	<p>Reconciliation of invoices against cheques and ledger for February 2021 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.</p>	Cllr/Clerk
220.6	<p>To consider the performance against the 2020/21 budget Cllrs noted the performance against the 2020/21 budget</p>	
220.7	<p>To resolve to renew the Parish Council's membership of Rural Kent Cllrs were advised that the annual membership is £80 and following due consideration, Cllrs resolved to renew the Parish Council's membership</p>	Clerk
220.8	<p>To consider the quotes for the Annual Playground Inspection and resolve who will undertake the work Cllrs considered the 3 quotes obtained and after due consideration resolved to ask Play Inspections to undertake the inspection. Clerk to advise accordingly.</p>	Clerk
220.9	<p>To consider a request from the Samaritans of Maidstone and Weald for a donation After due consideration of the request Cllrs resolved to donate £500 to the Samaritans of Maidstone and Weald. Clerk to action accordingly.</p> <p style="text-align: right;">Signed _____</p>	Clerk
221	Sports Field	

221.1	Review of the month's Sports Field Inspection Sheets Cllrs were advised that there are no new issues, and the CCTV is still working.	
221.2	To receive feedback on the damage to the Ship Cllrs were advised that the Clerk had reported this to Kent Police and an officer has been assigned to deal with the case. The PCSO has forwarded her the pictures from the CCTV and she will be uploading them onto the Kent Force photo database, Caught on Camera, and it is hope that an officer or a PCSO will then be able to identify the culprits. Clerk to forward a picture of the damage to the Police officer along with a cost for the repair.	Clerk
221.3	To consider quotes received for the Sports Field and Village Verge Maintenance and resolve which company to proceed with The Chair advised that she had sought 2 quotes in addition to the one already received, but one company had not responded and the other had advised that the job was too small for them. Cllrs therefore resolved to accept the quote from Paul Waring. Clerk to advise accordingly.	Clerk
221.4 221.5	To receive an update on the Junior Play Unit To receive an update on the potential of a disabled swing Re Items 221.4 and 221.5, Cllr Parker advised that she had attempted to source three quotes but only two companies had responded, Playdale and Sovereign. Sovereign were only able to quote for an additional disabled swing, but Cllr raised concerns as to where this could be sited in the play area. Playdale would remove the existing double flat swing and replace it with a single flat swing and a disabled swing. Playdale also provided the Junior Multi Play Unit and had suggested that they undertake a site visit and quote for providing suitable matting under Junior Multi Play Unit's rope bridge and the disabled swing. Cllr Parker to arrange this visit and report back to the Parish Council.	Cllr Parker
222. 222.1	Policing Crime Figures Between 12:01am on Saturday 10th of October and 11:30am on Sunday 10th of January in Gravelly Bottom Road. Somebody broke into a residential property. They damaged a door to get inside. The owner is still to provide a list of stolen items. On Sunday 7th of February around 4:30pm in Laurel Grove. Somebody damaged a fence at a residential property. On Saturday 13th of February between 4:45pm and 5:00pm in Laurel Grove. Somebody damaged fence panels at a residential property. This is a repeat crime.	
222.2	PCSO Update Cllrs noted the update provided by the PCSO on her area patrols over the last few months.	
223. 223.1	Staff Committee Feedback from the Staff Committee regarding the interviews for a new Parish Clerk Cllr Davies, Chair of the Staff Committee advised Cllrs on the interviews that were undertaken by the Staff Committee on 10 March.	
223.2	To resolve to accept the staff committee's recommendations for a new Parish Clerk After due consideration, Cllrs resolved to accept the recommendation of the Staff Committee on who should be appointed as the new Parish Clerk. Cllr Davies to notify all candidates accordingly.	Cllr Davies
224. 224.1	Remote Parish Council meetings To consider advice from NALC re remote meetings Cllrs considered the information received from NALC about holding the Annual Parish Meeting and Annual Parish Council Meeting	
224.2	To resolve when the APM and APCM will be held this year After due consideration Cllrs resolved that both the APM and the APCM should be a virtual meeting and held on the evening of Tuesday 4 May. Clerk to organise and advise residents.	Clerk
225 225.1	PC Action Plan To resolve to adopt the 2021 Parish Council Action Plan After due consideration, Cllrs resolved to adopt the 2021 Parish Council Action Plan	
226. 226.1	Sip Phone To resolve to move forward with a Sip Phone rather than a landline After due consideration Cllrs resolved to proceed with a Sip Phone rather than a landline. Cllr Pink and the Clerk to take forward accordingly.	Cllr Pink/Clerk
227.	Storage of Parish Council Files <div style="text-align: right;">Signed _____</div>	

227.1	To receive an update on the storage of the Parish Council Files Cllr Clark updated Cllrs on quotes received for storage of the files. It was suggested that a better way forward might be to get all the contents of the files scanned. Cllr Clark to take this forward.	Cllr Clark
228. 228.1	Salt Bins around the village To consider and resolve to place some more salt bins around the village Cllrs were advised that KCC are not currently providing additional salt bins, but Parish Councils can purchase their own bins and keep them filled as long as they are not placed on highway's land. After due consideration Cllrs resolved to purchase three bins. Cllrs to advise Cllr Clark where they feel the bins should be placed.	Clerk/Cllrs
229 229.1 229.2 229.3	Residents' concerns To consider and resolve what if any action to be taken in respect of: Dog Fouling Cllrs were advised of resident's concerns about the amount of dog fouling that is taking place in the village. It had been suggested that CCTV be placed around the village, but Cllrs agreed that this was not feasible. Cllrs felt that residents should be encouraged to report dog fouling via the following MBC link: https://maidstone.gov.uk/home/other-services/campaigns-and-projects/tier-2-primary-areas/rk9 Inconsiderate parking Cllrs were advised that there have been several complaints about inconsiderate parking in the village. The PCSO is aware and went round the village on 10 March ready to put notices on offending cars, but unfortunately there were not any inconsiderately parked cars. It was suggested and resolved that a leaflet be printed and distributed to all households in the Parish along with the Parish News, asking residents who were having work done on their property to make sure that the workmen's cars and vans are not parked on the pavements. Clerk to action accordingly. To receive an update re Chartway Cottage Cllrs were advised that the Clerk had been contacted by the owners of Chartway Cottage regarding the carriageway and verge issues they are experiencing. KCC Highways have advised that three jobs have been raised along the road to repair and fill the verges. It is also hoped that in the spring/summer they might also be able to replace some of the verges as well as patch the corner and line it.	Clerk
230 230.1	'Bring Tommy Home' To consider and resolve whether to purchase a Tommie Product from the Royal British Legion After due consideration, Cllrs resolved that as there was nowhere suitable and safe to place one of the Tommie products around the village so the Parish Council would make a donation instead. It was suggested that the Village Hall Committee be approached to see it would be possible to place one of the products at the Village Hall. Cllr Ross agreed to take this forward. Clerk to action accordingly.	Clerk
231. 231.1 231.2	Any other information <ul style="list-style-type: none"> Boxing update – Cllr Pattison advised that Olympia Boxing would like to restart their Boxing Sessions on a Friday from 9 April at 17:30 but in the Sports Field. Cllrs agreed this was a good idea. Cllr Parker will promote this through the primary schools and Cllr Ross suggested that the secondary schools be included as well. Precept – Cllrs were advised that confirmation of the Precept has been received from MBC. There will be no change in the parish element of the council tax paid by each resident last year. Return of the Pop-Up Café – The Clerk has received an email from ARCK advising that the Pop-Up Café will hopefully return to Kingswood from 31 May. The shop is happy for it to be sited on their forecourt as before. Heart of Kent Hospice – Cllrs were advised that the Heart of Kent Hospice has written a lovely letter to the Parish Council thanking them for their kind donation. Litter being left in the Sports Field – the Clerk advised that a resident had contacted her about the mess that is being left in the Sports field around the Teenage Shelter. The Clerk advised she will let the PCSO know and get the CCTV checked Kent Air Ambulance – the Clerk advised that she had received a letter from the Kent Surrey and Sussex Air Ambulance requesting a donation. Cllrs felt this was a worthy cause and that a donation should be made in line with that given to the Hospice. This to be ratified at the April Parish Council meeting. CCTV – Cllr Pink advised that he had endeavoured to obtain quotes for work to fix the current CCTV but only one company had responded. This to be an agenda item at the April PC meet Tom Hoy Award – Cllr Clark advised that the nominations had now been counted and there <p style="text-align: right;">Signed _____</p>	Cllr Parker Clerk Clerk Clerk

	<ul style="list-style-type: none"> was a clear winner which would be announced at the April PC meet. Cllrs were thrilled with the response and extended their thanks to residents for sending their nominations. It is also hoped to hold a presentation event in due course. 	Clerk
211.	Items for next agenda <ul style="list-style-type: none"> Tom Hoy Award Winner CCTV Ratification of decision to make a donation to the Air Ambulance. 	Clerk
212.	Parish Council Meetings The next meeting of the Parish Council will be on Monday 19 April 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 21:53 <p style="text-align: right;">Signed _____</p>	