



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of a meeting of the Parish Council held at the Village Hall, Kingswood
on Monday 19 August 2019

Present: Cllr Tina Clark (Chair); Cllr Gareth Davies;
Cllr Janet Tandy; Cllr Laura Hubbard; Cllr Mike Darling; Cllr Tom Hoy;
Cllr Peter Page (7)

Jo Gosden – RFO

There were 5 members of the public present at the meeting

There were no declarations of intent to record the meeting by Councillors or members of the public.

Cllr Clark opened the meeting at 19:15

Min No	Item	Action
94	To receive and approve apologies for absence Jo Gosden – family commitments Cllr Shellina Prendergast – family commitments	
95	Councillors Declarations of interest in items on the agenda 95.1 Lobbying – None 95.2 Personal Interest – None 95.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
96	Reports from Representatives of Outside Bodies 96.1 Kent County Council – County Councillor – Maidstone Rural East –Shellina Prendergast Apologies received. 96.2 Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Litter Pick – unfortunately Maidstone Borough Council will only loan equipment on the completion of an in-depth risk assessment which would not cover litter picking along rural roads with no pavements. There are no council meetings taking place in August so there is nothing to report. Maidstone Borough Council are currently reviewing their street cleaning function. The review seeks to understand how MBC can maintain a clean and tidy borough, that meets the expectations of the residents. They want to understand how they can deliver their street cleansing service most efficiently to achieve the outcome of a borough that is recognised as clean and well cared for by everyone 	
97	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council 97.1 Minutes of Parish Council Meeting held on 15 July 2019 The above minutes were approved following amendment and duly signed as a true record by Cllr. Clark	
98	Actions and Outcomes (for report only) 98.1 Councillors were advised that most actions are either complete or in progress. Action 73.3 – financial regulations to be checked re approval/authorisation/payment of invoices to be amended according to resolution taken at the Parish Council meeting on 15 July – Cllrs were advised that NALC have updated the Model Financial Regulations 2019 for England and Wales. The changes will be incorporated into the Parish Council's Financial Regulations along with the changes resolved at the meeting on 15 July, and the amended regulations will come to the September or October Parish Council meeting for adoption. Signed _____	RFO

	<i>Cllr Hubbard joined the meeting at 19:25</i>	
99	Planning Applications	
99.1	<p>The following Planning Application to be considered and resolved: Application: 19/503648/FULL Proposal: Demolition of the existing dwelling Loxley House and the erection of replacement dwelling with amenity space, parking, landscaping and access. Location: Loxley House, Gravelly Bottom Road Kingswood, Maidstone, Kent, ME17 3NT</p> <p style="text-align: right;">APPROVED</p> <p>Councillors were updated by two of the members of the public that were present and following consideration, Councillors approved the application.</p>	
100	Planning Outcomes	
100.1	<p>Councillors noted following Planning Outcomes:</p> <p>19/502405/FULL 27 Bushy Grove, Kingswood, Maidstone, Kent, ME17 3QL Erection of chalet Style two storey side extension Approved by Councillors 17.06.19 Application permitted by MBC 05.07.19</p> <p>19/502268/FULL Barnhall Lodge, Gravelly Bottom Road, Kingswood, Maidstone, Kent, ME17 3NS Proposed single storey extension at ground floor with a basement, first floor extension and associated landscaping works Approved by Councillors 17.06.19 Application refused by MBC 15.07.19</p> <p>19/502447/FULL Summerwood Farm, Pitt Road, Kingswood, Maidstone, Kent, ME17 3NR Replacement of existing timber stables with a timber American style barn of a similar size and scale Approved by Councillors 17.06.19 Application permitted by MBC 23.07.19</p> <p>19/502538/TPOA 1 Kingsbroom Court Kingswood Maidstone Kent ME17 3ST TPO application to reduce 1no. Whitebeam to 10m out from trunk, garden side only (house side); Reduce 1no. Oak up to 4m out from trunk (house side); Fell 1no. Oak tree; Cut back group of Oak trees in woodland to boundary. Approved by Councillors 01.07.19 Application permitted by MBC 12.08.19</p>	
101	Delegation of powers to Clerk regarding planning applications	
101.1	<p>To resolve if, in specified circumstances, the Clerk should have delegated powers regarding planning applications Following due consideration Councillors resolved that powers should be delegated to the Clerk in regard of planning applications but only in exceptional circumstances. Clerk to produce a scheme of delegation re planning applications and bring it to the Sept Parish Council meeting for approval and adoption.</p>	Clerk Amendment
102	Finances and Payment of Accounts - RFO	
102.1	<p>Bank reconciliation – June 2019 This was circulated prior to the meeting, agreed by all and signed by Cllr Clark.</p>	
102.2	<p>Responsible Finance Officer's report This item was circulated and retained on file.</p>	
102.3	<p>To approve accounts for payment & ratify payments already made Councillors resolved to approve the accounts for payment & ratified payments already made. In addition to approving payment for the Clerk's full membership of SLCC, Cllrs also approved payment of the invoice for work carried out at Broomfield Green.</p> <p style="text-align: center;">Signed</p>	

102.4	Reconciliation of invoices against ledger for June 2019 Councillors reconciled the invoices against the ledger and initialled the invoices accordingly.	Amendment RFO RFO RFO
102.5	Confirmation of authorised signatories for UTB bank account Following discussion, it was agreed that whilst the RFO retains a list of signatories these are only Councillors how are able to sign cheques. Cllrs Hoy, Darling and Clark are the only Councillors who are able to authorise payments.	
102.6	Confirmation of action agreed in term of approving, authorising and paying invoices Councillors confirmed that all invoices will be presented at a Parish Council meeting for approval apart from Direct Debit Payments, Staff Wages, PAYE and regular Village Handyman Invoices (up to a maximum limit of £350). In exceptional circumstances, if an invoice requires immediate payment, the invoice can be emailed to Councillors for approval to pay. A minimum of 4 Councillors must email their approval to pay. Councillors requested that on future RFO reports, payment of Direct Debits, Staff Wages, PAYE and regular Village Handyman Invoices (up to a maximum limit of £350) are included for ratification of the payment.	
102.7	To resolve to increase maximum invoice amount for immediate payment of village handyman invoices Following receipt of two emails from Councillors requesting that the resolution taken at the Parish Council meeting on 15 July 2019 in respect of the £300 limit for immediate payment of the village handyman's invoices, Cllrs resolved to increase the limit to a maximum amount to £350.	
102.8	To resolve to purchase a projector to enable documents to be projected during the Parish Council and other Committee meetings Following discussion Cllrs resolved that a data projector and portable screen should be purchased.	
103 103.1	Policing Councillors were advised there are no new crime figures for this month.	
104 104.1	Parish Office To discuss how to progress acquiring a Parish Office Following discussion Councillors resolved that the Parish Council should progress with the purchase of a bungalow in the village to be converted into a Parish Office, meeting space and coffee hub. Cllrs Darling and Hoy to produce a draft survey for discussion at the September Parish Council meeting covering the various properties being considered. Cllr Clark to have a discussion with the previous Clerk. All Councillors to email the Parish Clerk their thoughts on what the land associated with one bungalow for sale in the village could be used for.	Cllr Darling/Hoy Cllr Clark All Cllrs
105 105.1	Parish Council Action Plan To monitor the action plan and take appropriate actions Councillors noted that all the actions are complete, in progress or on-going.	
106 106.1	Training for Councillors and Staff To consider training that is currently available and resolve if it should be accessed by Councillors/staff Cllrs considered the available training and agreed that the Clerk did not need to do the SLCC Agendas and Minutes Webinar nor attend the KALC Clerks Conference. A decision would be taken in due course on the SLCC Project Management Webinar and the RFO should be asked if she wishes to attend the KALC Annual Finance Conference.	Clerk
107 107.1	Football Team To resolve if a village football team should be allowed to use the football pitch in the sports field Councillors resolved that the village football team should be allowed to use the football pitch in the sports field. The Clerk to advise accordingly. The Clerk to check with KALC re any documentation that the Parish Council might need to receive in advance of the football team playing on the Sports Field. Signed _____	Clerk

108 108.1	Litter Picking To receive an update on the cost of purchasing the litter picking items Following discussions Councillors agreed that 16 sets of the equipment sourced by the RFO should be purchased. Cllrs Tandy and Page to store the equipment.	RFO/Cllrs Page and Tandy
109 109.1	Permissive Footpath Sign To resolve what action should be taken about the continued damage to the permissive footpath signs The Clerk advised that she has the sign that was ripped off and discarded in her office. Following discussion Councillors resolved that due to the cost of replacing the signs, the wording 'Permissive Footpath' should be inscribed on the metal post. Clerk to action.	Clerk
<i>The meeting closed for refreshments at 20:34 and re-opened at 20:45</i>		
110 110.1	Single Track Road Signs To resolve further action to be taken in terms of these signs Councillors were advised that this was discussed at the meeting with KCC Highways on 13 August. It was suggested that the Parish Council contact Leeds Castle to seek their permission to put up a single-track sign on their land at the junction of Broomfield Road and the A20. Clerk to action. Re the other junctions, these to be kept on the Parish Council's Highways Improvement Plan stressing that these are a priority for the Parish Council. Clerk to action.	Clerk Clerk
111 111.1	Finger Post To resolve how to address the repair of the finger post This was also discussed at the meeting with KCC Highways. KCC Highways are no longer replacing finger posts, but the Parish Council can put up a new sign if they are willing to fund it. Councillors suggested that concrete spurs be put on either side of the post might resolve the issue. Clerk to liaise with Village Handyman re this work.	Clerk
112 112.1	Members Allowances – Cllr Darling To resolve any action to be taken in terms of Member's Allowances Following discussion Councillors resolved that the Staff Committee, when it meets to consider the 2020/2021 budget, should include an amount in the budget to cover Member's Allowances. Clerk to set a date for the Staff Committee to meet	Clerk/RFO Clerk
113 113.1 113.2	Sports Field To resolve to use of metal post as the hitching post Councillors considered the discarded post and resolved that it be used as a dog hitching post and be placed near the picnic table. Clerk to liaise with Village Handyman. To resolve how to progress adjusting the position of the CCTV cameras. Following discussions Councillors resolved that Cllr Page should investigate how the cameras are attached to the post, the Clerk should set a date for the work to take place, Cllr Darling would arrange for a cherry picker and Cllr Hubbard would arrange for her husband to go up the Cherry Picker as he has the necessary equipment.	Clerk Cllrs Page, Darling, Hubbard/Clerk
114 114.1 114.2	Reports Meet with KCC's Highways Steward, 13.08.19 – Clerk Councillors considered the report. With regard to extending the 30-mph speed limit along the Lenham Road to Went Garage and also on the Broomfield road from the A20 up to Kingswood, Councillors requested that this be an agenda item at the September Parish Council meeting and that Cllr Prendergast be advised that it will be on the agenda. Clerk to action. MBC's Parish Council meeting re Local Plan Review, 22.07.19 – Cllr Davies Councillors were advised that this was a meeting principally for Parish Council reps. MBC have undertaken a considerable amount of work on what is proposed for our area and feel that our area has the potential for a lot of building in the future. There is a question as to whether to use brown field sites or extend across greenfield sites or build new villages. More of these meetings will be held and Cllr Davies stressed that there	Clerk

Signed

114.3	<p>should be Councillor attendance at any future meetings. Questions were raised about utilities and Maidstone Borough Council advised that this is nothing to do with them.</p> <p>KALC Councillors Conference, 18.07.19 – Cllr Clark Cllr Clark advised that this was an interesting, well organised and worthwhile conference with presentations from a Water company, an Insurance Company, and sessions on Project Management and Raising Money.</p>	
115	Clerks Update (for information)	
115.1	<p>Donation to Scouts from raffle at Picnic in the Park Councillors were advised that half the money raised at the raffle had been handed to the Scouts who had expressed their thanks.</p>	
115.2	<p>Local Plan Review – Scoping, Themes & Issues Public Consultation 2019 Following discussions, it was agreed that Councillors would respond individually.</p>	All Cllrs
115.3	<p>PCC's Annual Policing Survey Councillors were asked to complete this survey and advised that it only takes a couple of minutes.</p>	All Cllrs
115.4	<p>NALCs May 2019 Election Survey Following discussion it was agreed that the Clerk should email out the questions that Cllrs need to provide a response to.</p>	Clerk
115.5	<p>MBCs Review of Leisure provided by the Borough Cllrs were advised that MBC will be undertaking a review of the leisure provided in the Borough and would like to attend a monthly coffee morning in order to collect survey responses from village residents. Clerk to contact Beryl Andrews re this.</p>	Clerk
115.6	<p>Bin collections The Clerk advised that she had been contacted by a resident raising his concern that the bins had not been collected. He had contacted MBC who were unable to advise when the collection would take place and cited warm weather and broken-down vehicles as the issue.</p>	
115.7	<p>Warmlake Crossroads The Clerk advised that she had been contacted by a resident who was expressing grave concerns about Warmlake Crossroads and how dangerous it is. The Crossroad is within the Parish of Sutton Valence, so the resident agreed to liaise with the Sutton Valence Parish Clerk. Cllrs were advised that this was raised with KCC Highways at the meeting on 13 August. KCC Highways had investigated putting traffic lights at the crossroads when they were considering the new housing development at the corner of Warmlake Road and the Sutton Road and undertook a feasibility study. Unfortunately, there is not enough land to physically put the traffic lights up. In addition, priority would be given to the main road so the delay time waiting to access the Sutton Road from Chartway Street would be increased.</p>	
116	Any other information	
116.1	<p>Pop up Café and Information Hub Councillors were reminded that the Pop-up Café and Information Hub would be on the village shop forecourt on Thursday 22 August, 10.30 – 12.30.</p>	
117	<p>Items for next agenda</p> <ul style="list-style-type: none"> • Parish Office • Opening and closing of Sport Field Gates • Standing Order • Extending the 30-mph speed limit along Lenham and Broomfield Roads 	
118	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council will be on Monday 16 September 2019, at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15.</p> <p>There was no further business, Cllr Clark closed the meeting at 21:45 Signed _____</p>	