



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 21 November 2022

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

Hayley Roberts - Parish Clerk/RFO

There were three 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 7:34pm

Min No	Item	Action
671. 671.1 671.2	To receive and approve apologies for absence Cllr Chris Pink – work commitments Cllr Parker - family commitments	
672. 672.1 672.2 672.3	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	
673.	Welcome by the Parish Council Chairman, Tina Clark	
674. 674.1	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort Rural England Prosperity Fund - Maidstone BC have been awarded with £500,000 to use in the form of grants for rural communities in the borough. Parish Councils and Community bodies can apply. To qualify the project must improve community infrastructure and achieve net zero target by 2030. There is an emphasis on 'green'. Projects must be up and running by 2023/2024 and MBC are looking at potentially ten £50,000 projects however will consider smaller projects too. Budget – MBC are currently in the process of setting the 2023/24 budget. One of the biggest expenditures is waste collection and this is out for tender at the moment. Local Plan – the local plan review oral hearing has resumed after being suspended due to the need to wait for evidence. Await a decision.	
675.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 17 October 2022 The above minutes were approved as a true copy and duly signed by Cllr Clark.	
676. 676.1 676.2	Planning Applications The following Planning Application to be considered and resolved: Application Ref: 22/504939/TPOA Proposal: TPO Application to Lift crown of One Pine Tree (T1) to 4m. Due to the canopy now becoming very low, which reduces the light and ground underneath the tree. Address: Pine Tree House Chartway Street Sutton Valence Kent ME17 3HZ Following due consideration, Cllrs had no objections to this application. Application Ref: 22/505278/FULL Proposal: Erection of replacement dwellinghouse Address: The Meadow Chartway Street Sutton Valence Kent ME17 3JB Following due consideration, Cllrs had no objections to this application. <div style="text-align: right;">Signed _____</div>	

<p>677.</p> <p>677.1</p> <p>677.2</p> <p>677.3</p>	<p>Planning Outcomes (for report only) Cllrs noted that MBC had determined the following planning application:</p> <p>Application Ref: 22/504258/TPOA Proposal: TPO application: Reduce crown of one Common Oak by up to 4m and radial spread by up to 3m to leave a residual height of 9m and a spread of 5m in a balanced form; Reduce height of one olden Lawson by up to 3m and very lightly shape in top leaving a residual height of 8m and the spread will not be altered; Dead branches growing over from woods (G3) – Remove all deadwood that could cause potential damage to ground below; Carefully dismantle one dead Sorbus to near ground level; Crown Reduction of one Yew tree – Reducing the height and spread of the tree by up to 2 metres to leave residual height of 3 meters and residual spread of 3m. Address: Kingsbroom Broomfield Road Kingswood Kent ME17 3NY MBC Decision: Application Permitted 31.10.22</p> <p>Application Ref: 22/504267/FULL Proposal: Demolition of existing conservatory, erection of a single storey front and side extension. Loft conversion with the erection of a first-floor front, side and rear extension with 7no. dormer windows, a roof light and changes to fenestration. Address: The Meadow Chartway Street Sutton Valence Maidstone Kent ME17 3JB MBC Decision: Application Permitted 01.11.22</p> <p>Application Ref: 22/503949/FULL Proposal: Erection of a single storey side extension with a lantern style rooflight. Address: Lesann 1 Elder Close Kingswood Maidstone Kent ME17 3PR MBC Decision: Application Permitted 09.11.22</p>	
<p>678.</p>	<p>Actions & Outcomes (for report only) Cllrs discussed outstanding actions.</p>	
<p>679.</p> <p>679.1</p> <p>679.2</p> <p>679.3</p> <p>679.4</p> <p>679.5</p> <p>679.6</p> <p>679.7</p> <p>679.8</p> <p>679.9</p> <p>679.10</p>	<p>Finances and Payment of Accounts Bank reconciliation October 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO.</p> <p>Responsible Finance Officer's report October 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Davies.</p> <p>To approve the schedule of payments for November 2022 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Pearce and Cllr Davies.</p> <p>To ratify payments already made in October 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Davies.</p> <p>Reconciliation of invoices against cheques and ledger for October 2022 Councillors reconciled the invoices against the ledger and Cllr Lakin initialled the invoices and ledger accordingly.</p> <p>To consider performance against the 2022/23 budget Cllrs noted the performance against the 2022/23 budget.</p> <p>To review and discuss draft budget for 2023/24 Cllrs reviewed and discussed the draft budget for 2023/24 and made a few amendments. Clerk to action and bring final budget to the next meeting for review.</p> <p>To discuss and approve renewal of Microsoft 365 Business Standard subscription Cllrs discussed and resolved to renew the annual Microsoft 365 Business Standard subscription.</p> <p>Clerk to provide update on Members Grant application for the repair of white finger post Clerk advised that the parish council has been awarded a grant of £505.34 for the cost of the repair of the white finger post from KCC. Clerk to complete paperwork and arrange repair.</p> <p>To consider request from Heart of Kent Hospice Cllrs discussed and resolved to make a donation of £750 to the Heart of Kent Hospice.</p> <p style="text-align: right;">Signed _____</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>680.</p> <p>680.1</p> <p>680.2</p> <p>680.3</p>	<p>Sports Field</p> <p>Review of the month's Sports Field Inspection Sheets Cllrs reviewed and nothing to report.</p> <p>To discuss request from Headcorn FC in relation to storage and height barrier Cllrs discussed request to have a storage shed on the Sports Field and resolved that as long as it is located in a suitable location with the permission of the Scouts Group that this was acceptable. Cllrs resolved that a height barrier key should be given to a named individual at Headcorn FC and that conditions of this will need to be met and added to the contract. Clerk to liaise with Headcorn FC.</p> <p>To discuss request from West Farleigh Village U12s FC Cllrs resolved that it is not possible to hire the Sports Field to another football team as this would cause unnecessary disruption to residents who use the facilities. Clerk to inform West Farleigh FC.</p>	<p>Clerk</p> <p>Clerk</p>
<p>681.</p> <p>681.1</p> <p>681.2</p> <p>681.3</p> <p>681.4</p>	<p>Policing</p> <p>Crime Figures</p> <p>Between 19:00 on Thursday 3rd of November and 07:00 on Friday 4th of November in Bell Way. Somebody stole both number plates from a Ford Fiesta parked in the road. Crime Report No. 46/212598/22 - Posted 06/11/2022</p> <p>Between 18:00 on Thursday 3rd of November and 09:00 on Friday 4th of November in Peter Pease Close. Somebody stole both number plates from a Mini Cooper parked in the road. Crime Report No. 46/214957/22 - Posted 09/11/2022</p> <p>Cllrs want to highlight that all crimes and antisocial behaviour <u>must</u> be reported to the police. This can be done online using the following link https://www.kent.police.uk/ro/report or by calling 101 or 999 for emergencies. You can also report incidents using Crime Stoppers which is 100% anonymous and they can be contacted by calling 0800 555 111 or using their online form at the following address https://crimestoppers-uk.org/give-information</p> <p>Cllrs also want to make residents aware of Victims Voice which helps you understand your rights as victims. More information can be found here https://www.kent-pcc.gov.uk/what-we-do/projects-and-campaigns/victim-voice/ or alternatively by contacting Hayley our Parish Clerk.</p>	
<p>682.</p>	<p>To discuss and resolve whether to accept and implement NALC National Salary Award 2022</p> <p>Circulated prior to the meeting, Cllrs discussed the NALC National Salary Award 2022 and resolved to accept it. Clerk to action necessary changes and implement.</p>	<p>Clerk</p>
<p>683.</p>	<p>To discuss implementation of an Emergency Plan for the Parish</p> <p>Cllrs discussed feedback from other Parishes in relation to their Emergency Plan experience. Cllrs resolved that instead of an emergency plan an emergency contact list should be compiled to aid residents and the emergency services in the event of an emergency. Cllrs and Clerk to investigate further.</p>	<p>Cllrs/Clerk</p>
<p>684.</p>	<p>To receive an update on the Community Building project</p> <p>Cllr Lakin presented and discussed a presentation in relation to the project. Cllr Clarke to liaise with Village Hall Committee regarding a meeting and report back at next meeting.</p>	<p>Cllr Clarke</p>
<p>685.</p> <p>685.1</p> <p>685.2</p>	<p>To discuss setting up a Community Transport Scheme</p> <p>To receive an update on the outcome of the KCC bus funding reduction public consultation Clerk advised as follows; Following a meeting of KCC's Overview and Scrutiny Committee at the end of August, the decision to withdraw the subsidy for 38 bus contracts was referred back to Full Council on 20 October for further consideration. After a debate, Members voted in favour of supporting the withdrawal with the exception of Kent Karrier services, the 208 East Peckham, Tonbridge to Pembury and the S4 Wrotham to Sevenoaks schools. Services and journeys relating to the 38 contracts being withdrawn are expected to cease from 12 February 2023. Funding for the number 59 bus service will be withdrawn as of the 12th of February 2023.</p> <p>To discuss Community Transport Grant Funding Clerk circulated information before the meeting and Cllrs discussed the following: Kent County Council (KCC) has announced a significant boost to its Community Transport Grant funding. Last year £100,000 was allocated by the council to the grant but this year, in recognition of the challenges facing both the private operators and communities across Kent, it has been increased to £450,000. Parish councils, charities and community groups can apply via the KCC website from November. Cllrs resolved to meet with other Parishes and KCC and that the grant should be applied for in order to implement a community bus service of some kind. Clerk to liaise with all parties and arrange a meeting.</p> <p>Signed _____</p>	<p>Clerk</p>

686.	To resolve whether to hold a December Parish Council meeting Cllrs resolved that a meeting should be held on the 19 th of December.	
687.	To consider request from resident in relation to picket fencing around the Kingswood sign Parish Clerk has received a request for the picket fencing from the poppy display to remain in place and for some flowers to be planted. Cllrs discussed and unfortunately the fencing is not intended to be a permanent fence and it may not last long. The land is also not owned by the Parish Council. Cllrs resolved that unfortunately they would not be able to agree to this request.	
688. 688.1	Residents' concerns To consider and resolve what if any action is to be taken in respect of: Parking on pavements – resident contacted Clerk as a car parked on a pavement caused a resident to become 'stuck' when their electric wheelchair was unable to pass a car parked on the pavement. The car was also parked across the dropped kerb which meant the resident was unable to exit the pavement without assistance. Cllrs are saddened to hear of this and want to remind residents to not park on pavements. It causes obstruction to people pushing pushchairs and also users of wheelchairs. Clerk will speak to the PCSO and make her aware and discuss if anything further can be done.	
688.2	Parking around the Primary School – parking around the Primary School at drop off and pick up times remains a problem and residents are concerned that it is an accident waiting to happen. Cllrs ask parents and carers to park responsibly and the Clerk will contact the Primary School and PCSO to notify them of concerns.	
689. 689.1	Any other information Pop Up Café The Pop-Up Café will not be continuing next year due to lack of funding. The Parish Council wish to thank the volunteers at Rural Kent for visiting the village over the last few years and for putting a smile and providing support to our residents. The Parish Council is hoping to continue the pop-up café in some form so watch this space! If you would like to volunteer to help in some capacity (donating a cake, helping to set up and pack away etc) please contact Hayley our Parish Clerk.	
689.2	Chevrons Chevrons have been installed by Highways along Chartway Street as per the Parish Councils request on the Highway Improvement Plan.	
669. 669.1 669.2	Items for next agenda To receive an update on the Community Building project To review and agree draft budget for 2023/24	
670.	Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 19 December 2022. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm. There was no further business, Cllr Clark closed the meeting at 9.34pm Signed _____	