



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the Annual Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 17 May 2021

Present at meeting: Cllr Tina Clark (Chairman); Cllr Simon Pearce and Cllr Ron Kemp

Hayley Roberts - Parish Clerk

Present via Zoom: Cllr Gareth Davies (Vice Chairman), Cllr Laura Hubbard and Cllr Aimee Parker

Joanne Gosden – 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 7:20pm

Min No	Item	Action
258.	To receive and approve apologies for absence Cllr Ken Pattison - Illness Cllr Katherine Ross – Illness Cllr Chris Pink – Work Commitments	
259. 259.1 259.2 259.3	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) – Cllr Pearce item – item 11.1	
260.	Welcome by the Parish Council Chairman, Tina Clark	
261. 261.1 261.2	Reports from Representatives of Outside Bodies Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies received. Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Elections – Conservatives won the majority vote in Maidstone. The annual meeting will be held on Saturday whereby the new Mayor will be appointed. Committees will be decided the following week.. Normal meetings will resume on the 22nd of May. Road Works – Cllr Clark raised the issue of the amount of road works in the area. Cllr Fort advised it is mainly due to new developments and the need for utilities to be installed. Old water pipes have been undermined due to traffic volumes and these now need to be repaired or replaced. Cllr Clark raised issue of road signs being left out after works have been completed – Cllr Fort to enquire regarding this. 	
	<i>Cllr Fort left the meeting at 7.27pm</i>	
262.	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 19 April 2021 The above minutes were approved as a true copy and duly signed by Cllr Clark.	
263.	To consider and approve the External Auditor Report and Certificate 2019/20 After consideration Cllrs resolved to approve the External Auditor Report and Certificate 2019/20.	
264. 264.1	Election of Chairman (2021/22) Chairman to sign Declaration of Acceptance of Office Cllr Kemp proposed Tina Clark be elected as Chairman and this was seconded by Cllr Davies and agreed unanimously. Cllr Clark accepted the nomination. Cllr Clark signed the Declaration of Acceptance of Office.	
265. 265.1	Election of Vice Chairman (2021/22) Cllr Clark proposed Gareth Davies be elected as Vice Chairman and this was seconded by Cllr Pearce and agreed unanimously. Cllr Davies accepted the nomination.	
	Signed	

266.	Declaration of Interest To declare any changes to existing DPI forms. Cllr Pink to sign new DPI form outside of meeting. No other changes.	Cllr Pink
267.	For members to confirm in writing that they agree to receive ALL communications electronically during their period of office Cllrs noted the recommended measures to ensure compliance with GDPR. Cllr Clark, Cllr Pearce and Cllr Kemp signed the form thereby giving their consent to receive information from Councillors and the Clerk via email. The forms were handed to the Clerk to be retained on file. Cllr Pink, Cllr Hubbard, Cllr Parker, Cllr Ross, Cllr Pattison, Cllr Davies to sign form outside of meeting and return to Clerk.	Cllrs/Clerk
	<i>Cllr Pearce left the meeting at 7.34pm and returned to the meeting at 7.35pm after discussion of item 11.1</i>	
268.	Planning Applications The following Planning Applications to be considered and resolved: 268.1 Application: 21/501960/FULL Proposal: Demolition of conservatory. Erection of a front porch and single story rear extension. Location: 1-2 Upper Street Cottages Upper Street Broomfield Maidstone Kent ME17 1PR Approved. 268.2 Application: 21/502189/TPOA Proposal: TPO application to trim one Conifer to final height of 4m, spread of 3m; Crown Reduce one Mulberry reducing the height to 4m and spread to 3m; Fell dead Sorbus stems; Lightly reduce one Acer to height of 6m, width of 2.5m; Reduce height of one Spruce to 10m; Prune canopies of nine Oaks back 3m out from fence line into owners garden; Reduce one Holly to height of 5m, spread of 3m, and trim hard all round; Remove dead top of one English Oak and 2no. broken and suspended branches. Remove to lower branches over hanging decking area as detailed in photo; Trim four Hollies hard all round - Front back hard overhang over decking area - to final height of 5m, and spread of 6m. Location: Kingsbroom Broomfield Road Kingswood ME17 3NY Approved. Application: 21/501749/FULL Proposal: Erection of a garage and a summerhouse with canopy. Location: Dunrovin 17 Charlesford Avenue Kingswood Maidstone Kent ME17 3PE After due consideration Cllrs resolved to defer to MBCs Planning Officers determination 268.3 Application: 21/501748/FULL Proposal: Demolition of existing garage and dwelling. Erection of 1no. dwelling with rear balcony. Location: Dunrovin 17 Charlesford Avenue Kingswood Maidstone Kent ME17 3PE After due consideration Cllrs resolved to defer to MBCs Planning Officers determination	
269.	Planning Outcomes (for report only) Cllrs noted that MBC had determined the following planning applications: 269.1 Application Ref: 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 MBC Decision: Application Refused 19.04.21 269.2 Application Ref: 21/501111/FULL 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 MBC Decision: Application Refused 26.04.21 269.3 Application Ref: 21/501166/FULL Proposal: Erection of single storey rear extension to kitchen, dining room and bedroom. Location: Pevilyn, Broomfield Road Kingswood Maidstone Kent ME17 3NY MBC Decision: Application Permitted 26.04.21	
270.	Actions & Outcomes (for report only) Cllrs noted that repairs have been completed with regards to waterproofing of the current CCTV. All other actions are either complete, in progress or on hold. <div style="text-align: right;">Signed _____</div>	

<p>271. 271.1</p> <p>271.2</p>	<p>Staff Committee Staff Committee Report Cllr Davies reviewed the last twelve months of the Staff Committee and expressed thanks to Cllr Parker and Cllr Pattison for their support and hard work as committee members.</p> <p>To agree committee terms of reference and scheme of delegation Circulated prior to the meeting and following discussion at the meeting amendments are required. To be agreed at the next meeting.</p>	<p>Clerk</p>
<p>272. 272.1 272.2</p>	<p>Committee and Working Group Structure for 2021/22 To appoint membership and substitutes of committees and working groups for 2020/21</p> <p>Cllrs unanimously agreed to membership of the following committees; Staffing Committee – Cllr Davies, Cllr Parker and Cllr Pattison Community Building Committee – Cllr Pattison, Cllr Parker, Cllr Hubbard, Cllr Kemp, Cllr Pink</p>	
<p>273. 273.1</p>	<p>Delegation Powers re Planning (Minute No 19/101.1) Delegation To resolve to adopt Circulated prior to meeting and following discussion Cllrs resolved to duly adopt delegation powers re planning (Minute No 19/101.1) Delegation. Signed by Cllr Clark.</p>	
<p>274. 274.1</p> <p>274.2</p>	<p>To review the following for adoption: Standing Orders Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the Standing Orders. Duly adopted and signed by Cllr Clark.</p> <p>Financial Regulations Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the Financial Regulations. Duly adopted and signed by Cllr Clark.</p>	
<p>275. 275.1 275.2 275.3 275.4 275.5 275.6 275.7 275.8 275.9</p> <p>275.10</p>	<p>Election of Representatives to Other Bodies and arrangements for reporting back on meetings Following discussion, Cllrs agreed to be named representatives for the following;</p> <p>Joint Parishes Group – Cllr Pearce Kent Association of Local Councils Maidstone Area Committee – Cllr Clark Kingswood Primary School – Cllr Hubbard Police Forum – Cllr Davies Rural Transport Group – Cllr Clark Village Hall Committee – Cllr Hubbard Parish Liaison Meetings – Cllr Pearce Twinning Group – Cllr Clark Leeds Castle Liaison Group – Cllr Pattison</p> <p>To review reporting arrangements back to full Council After discussion Cllrs resolved to report back verbally unless unable to attend the meeting when Cllrs must report back in writing.</p>	
<p>276. 276.1</p> <p>276.2</p> <p>276.3</p> <p>276.4</p>	<p>To review and resolve the following; Asset Register Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and accept the Asset Register.</p> <p>Financial and Council Risk Assessment Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and accept the Financial Council Risk Assessment. Signed by Cllr Clark.</p> <p>Action Plan Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and accept the Action Plan.</p> <p>Draft schedule of future meeting dates Following discussion Cllrs agreed to meeting on the 1st and 3rd Monday of the month. The 1st Monday is to be reserved for planning.</p>	
<p>277. 277.1</p>	<p>To review the Council's subscriptions SLCC for Clerk and RFO Following discussion Cllrs agreed to continue with the subscription.</p> <p style="text-align: right;">Signed _____</p>	

278.	To review and approve the following policies	
278.1	Complaints Procedure Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy.	
278.2	Equality and Diversity Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy.	
278.3	Data Privacy Notice Circulated prior to the meeting and following discussion at the meeting amendment is required. Policy to be adopted at the next meeting.	Clerk
278.4	Laptop Computer Policy issue 1 Circulated prior to the meeting and following discussion at the meeting amendment is required. Policy to be adopted at the next meeting.	Clerk
278.5	Data Retention Policy issue 1.1 Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy.	
278.6	GDPR Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved that this is a duplicate of the Data Privacy Notice policy and not to adopt it.	
279.	Finances and Payment of Accounts	
279.1	Bank reconciliation – April 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark.	
279.2	Responsible Finance Officer's report April 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Kemp.	
279.3	To approve the schedule of payments for April 2021 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Clark and Cllr Kemp.	
279.4	To ratify payments already made in May 2021 Cllrs resolved to ratify payments already made in March 2021.	
279.5	Reconciliation of invoices against cheques and ledger for April 2021 RFO present virtually. 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.	RFO/Cllr Kemp
279.6	To consider performance against the 2020/21 budget Cllrs noted the performance so far during 2021/22.	
279.7	Ratification of CCTV repair invoice Cllrs resolved to ratify payment.	
279.8	Ratification of Tall Trees rental increase amount based RPI figure. Cllrs resolved to ratify increase by RPI of 1.4%. RFO to action accordingly.	RFO
279.9	Ratification of Defibrillator invoice for replacement electro pads. Cllrs resolved to ratify payment.	
279.10	To resolve to approve Village Hall hire fees. Hire fees will increase by £1 per hour as of the 1 st of June. Cllrs resolved to accept the increase. Cllrs resolved to pay for January to April meetings that could not take place due to the pandemic in order to support the Village Hall during COVID19.	RFO
279.11	To consider and agree which insurance company to proceed with for 2021/22 Cllrs considered the three quotations for the annual insurance provided by Came and Co. Cllrs resolved to accept a three year agreement with Hiscox. Clerk to action with Came and Co.	Clerk
	Signed _____	

<p>280. 280.1</p> <p>280.2</p> <p>280.3</p> <p>280.4</p>	<p>Approval of Annual Governance and Accountability Return (AGAR) Review of Internal Audit Circulated prior to meeting. Cllrs discussed and resolved to accept the internal audit. Comments noted.</p> <p>Approval of Annual Governance Statement Section 1 The Annual Governance Statement for 2020/21 was approved by Cllrs. Form completed and signed by Cllr Clark and the Clerk.</p> <p>To consider the Accounting Statements by the members meeting as a whole. Cllrs considered the Accounting Statements.</p> <p>Approve the Accounting Statements by resolution Section 2 The Accounting Statement was approved by Cllrs and signed by Cllr Clark. RFO to sign outside of meeting as attending virtually.</p>	<p>RFO</p>
<p>281. 281.1</p> <p>281.2</p> <p>281.3</p> <p>281.4</p> <p>281.5</p>	<p>Sports Field Review of the month's Sports Field Inspection Sheets Cllrs were advised that the Multiplay has been taped off due to rotting timber, this will be discussed further under item 26.</p> <p>To receive an update on the Junior Play Unit – Cllr Parker Cllr Parker advised the current grasslock requires replacement. This will be discussed further under item 26.</p> <p>To receive an update on the potential of a disabled swing – Cllr Parker Following the meeting in April Cllr Parker has proceeded with quotation from Playdale. A site survey is required before the new swing can be installed. Cllr Parker will keep Cllrs updated.</p> <p>To receive an update regarding CCTV – Cllr Pink Cllr Pink not present. Clerk advised works to make CCTV weatherproof have been completed.</p> <p>To receive an update regarding fencing quotations – Cllr Davies Cllr Davies advised one quotation received, await two further quotations. If height of fence is greater than two metres planning permission must be sought. Cllrs resolved that a two metre fence would be sufficient.</p>	<p>Cllr Parker</p>
<p><i>RFO left meeting at 9.17pm</i></p>		
<p>282. 282.1</p> <p>282.2</p>	<p>Policing Crime Figures On Thursday 22nd of April between 8:00pm and 8:16pm in Chestnut Drive. Somebody broke the wing mirror of two vehicles parked in the road. Crime Report No. 46/67387/21 - Posted 25/04/2021</p> <p>PCSO update Cllrs noted the update provided by the PCSO on her area patrols over the last month. Update from PCSO as follows....</p> <p>Regular visits to sports field regarding dog fouling/dog theft/crim dam. Engagement with members of the public educating and safety advice around above matters. Regular patrol around village regular stop at shop to engage. Reassurance visit to resident regarding criminal damage to vehicles-Chestnut Drive. Regular patrol around village hall following reports of criminal damage. Monitoring of Travellers at Mercure Hotel, have now left site Leeds castle patrol following theft. Upcoming- Coffee mornings Speed monitoring- Broomfield road Kingswood and Lenham Road Kingswood</p>	
<p>283. 283.1</p> <p>283.2</p>	<p>To review Play Inspections annual play area report To review annual inspection report and resolve way forward. Cllrs reviewed and discussed annual inspection report. Cllrs resolved for Clerk to contact Village Handyman regarding minor repairs and maintenance. Cllrs resolved to replace Multi-Play equipment. Cllrs discussed and resolved that annual maintenance by Village Handyman (i.e. treatment of benches) should take place to preserve items.</p> <p>To resolve to accept quotation for the repair of the play equipment. Cllrs discussed and agreed to replace rather than repair broken play equipment. Cllr Hubbard to look into viable options and report back.</p> <p>Signed_____</p>	<p>Clerk</p> <p>Cllr Hubbard/Clerk</p>

284. 284.1	To discuss request from resident regarding land in Tall Trees Close Cllrs discussed request to rent land in Tall Trees Close and resolved that more information is required before a decision can be made. Clerk to contact resident.	Clerk
285. 285.1	To consider and resolve to repair the height barrier at the Sports Field Height barrier post has been damaged at the Sports Field. Cllrs discussed possibly of replacing with a swivel barrier and Clerk to obtain quotations.	Clerk
286. 286.1	To discuss and resolve to accept quotations of proposed minibus shuttle service – Cllr Ross Quotations received from two companies, Cllrs discussed and resolved to accept quotation from Silverlink on a six week trial basis. Cllrs considered and agreed a pre-bookable ticket cost of £2 per person each way. Details to be finalised and advertised to residents. Proposed start date 16 th of June.	Cllr Ross/Clerk
287. 287.1	To discuss and resolve if to accept request regarding Parish Councils Zoom login. Cllrs discussed and resolved that due to GDPR this would not be possible.	Clerk
288. 288.1	Lanyards Cllrs discussed and agreed that no photographs should appear on lanyards. Wording to remain the same as previous cards. Cllr Pink to organise.	Cllr Pink
289.	Broomfield Green Noticeboard Cllrs shown photographs of refurbished noticeboard. Cllrs very happy with refurbishments and expressed their thanks to resident Martin Worrall.	
290. 290.1 290.2	Residents' Concerns To consider and resolve what if any action to be taken in respect of: Suspicious Leaflet Dropping - Two men carrying out a leaflet drop for a Conservatory/Window Company looking in gardens and over gates. The Waldens area. Clerk has reported incident to PCSO and asked resident to report to the police. Parking on Cayser Drive/Gravelly Bottom Road junction – concerns raised over parking on junction and obstruction of view for both pedestrians and vehicles. Clerk to advise PCSO of concerns and Cllr Davies to compose letter for cars involved.	 Clerk/Cllr Davies
291. 291.1 291.2	Any Other Information Fire on permissive footpath – there was a fire in the wooded area near the Sports Field on Sunday the 25th of April. Fire Fighters attended and put the fire out however cause of the fire is unknown. Concerns raised regarding amount of traffic and cars parked on Bushy Grove especially during School drop off and pick up times. Cllr Hubbard to contact Kingswood Primary School to discuss further.	 Cllr Hubbard
256. 256.1 256.2	Items for next agenda for Parish Council Meeting June 2021 To agree staff committee terms of reference and scheme of delegation To review and approve the following policies; Data Privacy Notice Laptop Computer Policy issue 1	
257.	Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2022, date to be confirmed. Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 7 June and Monday 21 June 2021. If it is felt to be appropriate the meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood from 19.15. If not, the meetings will take place virtually via the Zoom Application or Microsoft Teams. There was no further business, Cllr Clark closed the meeting at 10.11pm. Signed _____	