



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
the Village Hall, Kingswood on Monday 20 May 2019

Present: Cllr Tina Clark (Chair); Cllr Laura Hubbard;
Cllr Gareth Davies; Cllr Tom Hoy; Cllr Janet Tandy (5)

Pam Bower – Parish Clerk
Joanne Gosden - RFO

There was one member 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 19:18

Min No	Item	Action
12	To receive and approve apologies for absence Cllr Mike Darling – Family Commitments Cllr Peter Page – Work Commitments Councillors were informed that: Steve Lakin did not stand for election Paul Milton had resigned Gail Gosden had retired	
13 13.1 13.2 13.3	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	
14	Welcome by the Parish Council Chairman, Tina Clark	
15	Minutes of the Annual Parish Council Meeting held on 21 May 2018 The minutes were agreed as a true copy and duly signed by Cllr Clark	
16 16.1	Election of Chairman (2019/20) Chairman to sign Declaration of Acceptance of Office Cllr Tandy 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	
17 17.1	Election of Vice Chairman (2019/20) Vice Chairman to sign Declaration of Acceptance of Office Cllr Tandy proposed Gareth Davies be elected as Vice Chairman and this was seconded by Cllr Hoy and agreed unanimously. Cllr Davies accepted the nomination Signed	

	Cllr Davies signed the Declaration of Acceptance of Office	
18	To receive councillor's acceptance of office forms Councillors signed their acceptance of office forms which were handed back to the Clerk to be retained on file.	
19	For members to confirm in writing that they agree to receive ALL communications electronically during their period of office Councillors noted the recommended measures to ensure compliance with GDPR and 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.	
20 20.1	Planning Applications The following Planning Applications to be considered and resolved: Application: 19/502234/ FULL Proposal: Proposed conversion of existing outbuilding to ancillary accommodation and erection of a 3 bay garage Location: Great Ivy Cottage, Upper Street, Broomfield, Maidstone, Kent, ME17 1PS APPROVED Following due consideration, Councillors approved this application	Amendment, incorrect application number on agenda
20.2	Application: 19/502234/LBC Proposal: Listed Building Consent for proposed conversion of existing outbuilding to ancillary accommodation and erection of a 3 bay garage. Location: Great Ivy Cottage, Upper Street, Broomfield, Maidstone, Kent, ME17 1PS APPROVED Following due consideration, Councillors approved this application	
20.3	Application: 19/502273/FULL Proposal: Erection of a single storey flat roof rear extension incorporating roof lantern. Location: 14 Bushy Grove, Kingswood, Maidstone, Kent, ME17 3QL APPROVED Following due consideration, Councillors approved this application	
21 21.1	Planning Outcomes (for report only) 19/501408, The Whispers, Whitehall Drive, Kingswood – Conversion of existing garage block into an ancillary accommodation – Application permitted 07.05.19	
22 22.1	To consider the Staff Committee Terms of Reference and Scheme of Delegation for approval To agree committee terms of reference and scheme of delegation Following discussion Councillors requested that the Clerk check Charles Arnold Baker and that this be an agenda item at the next Parish Council meeting on 17 June.	Clerk
23 23.1	Election of Committee Members Councillors unanimously agreed to membership of the following committees Staffing Committee – MD, PP, JT Cllr Clark proposed Mike Darling be elected as Chairman and this was Signed _____	

	seconded by Cllr Tandy and agreed unanimously. As Cllr Darling was unable to attend the meeting, he had indicated via email that if he was proposed as Chair of the Staffing Committee, he would accept the nomination.	
24	To review the following for adoption:	
24.1	Standing Orders Having been circulated prior to the meeting and following discussions at the meeting, the Standing orders were agreed by all and duly adopted and signed by Cllr Clark.	
24.2	Financial Regulations Having been circulated prior to the meeting and following discussions at the meeting, the Standing orders were agreed by all and duly adopted and signed by Cllr Clark.	
25	Election of Representatives to Other Bodies and arrangements for reporting back on meetings Following discussion, the Councillors named below agreed to be named representatives for these groups:	
25.1	Joint Parishes Group – Cllr Hoy	
25.2	Kent Association of Local Councils – Cllr Clark	
25.3	Kingswood Primary School – Cllr Hubbard	
25.4	Police Forum – Cllr Davies	
25.5	Rural Transport Group – Cllr Clark	
25.6	Village Hall Committee – Cllrs Tandy and Darling	
25.7	Parish Liaison Meetings – Cllrs requested that the Clerk find out more information about these meetings and that it be an agenda item at the June Parish Council meeting	Clerk
26	To review the following	
26.1	Asset Register Following discussion Cllrs resolved that the Asset Register should include an additional column stating the current insurance value of the asset and that these insurance values be reviewed annually at the APCM.	RFO
26.2	Financial and Council Risk Assessment The document having previously been circulated to Councillors was reviewed amended and approved and duly signed by Cllr Clark.	
27	To review the Council's subscriptions	
27.1	KALC	
27.2	SLCC for Clerk and Deputy Clerk	
27.3	Action for Rural Communities in Kent Following discussion, Cllrs agreed that the above subscriptions should be continued.	RFO
<i>The meeting closed for refreshments at 20:15 and re-opened at 20:52</i>		
28	To review the following	
28.1	Complaints Procedure	
28.2	Equality and Diversity Policy	
28.3	Data Privacy Notice The above documents, having been previously circulated to Councillors, were reviewed and agreed.	
Signed _____		

29	Other Business:-	
29.1	Finance 29.1.1 Quote from Maidstone Signs. The RFO advised that she had spoken to Maidstone signs who were happy to honour the original quote for the village sign. RFO to arrange for sign to be erected.	RFO
29.2	Approval of Annual Governance and Accountability Return (AGAR) (i) The Internal Auditors Report, having previously been circulated to all Cllrs was unanimously received, accepted and comments noted . (ii) Section 1 , The Annual Governance Statement for 2018/19 was approved unanimously and signed by the Chair, Cllr Clark and the Parish Clerk. (iii) Section 2 , The Accounting Statement was approved unanimously and signed by the RFO and the Chairman, Cllr Clark.	Amendment Amendment
29.3	Approval of Parish Service Scheme Annual Statement 2018-19 Cllrs were advised that Maidstone Borough Council has changed their process and no longer produce an End of Year Statement. Confirmation that Councillors were happy with the PSS Grant Formula Funding Agreement (confirmed by email to Mark Green on 23 April 2019) is now sufficient.	
29.4	Approval of Annual Insurance proposal The three quotes for the Annual Insurance provided by Came & Co having previously been circulated to Councillors were considered and Councillors unanimously agreed to the Inspire policy. A long-term agreement was not required. Clerk to confirm with Came & Co	Clerk
30.	Any Other Information	
30.1	Pilot Compassionate Neighbours Scheme Following discussion Cllrs resolved that the Clerk should advise that the Parish Council is interested in being involved and should be prepared to promote the pilot scheme.	Clerk
30.2	To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future Following discussion Cllrs resolved that the General Power of Competence would not be applied for in 2019/20.	
30.3	Staff Committee meeting date As Cllr Darling was not present it was agreed to defer this to the June meeting of the Parish Council	Clerk
31	Parish Council Meetings The next annual Parish Council meeting will be held in May, date to be confirmed. The next ordinary meeting of the Parish Council will be on Monday 17 June 2019. There was no further business, Cllr Clark closed the meeting at 29:19 Signed _____	