



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 Whispers,
Whitehall Drive, Kingswood on Monday 21 January 2019

Due to unforeseen plumbing issues at the Village Hall this meeting was moved to The Whispers, Whitehall Drive and a note to that effect left on the door of the Village Hall for any member of the public wishing to attend the meeting.

Present: Cllr Tina Clark (Chair); Cllr Mike Darling;
Cllr Gareth Davies; Cllr Tom Hoy; Cllr Peter Page (5)

Pam Bower – Parish Clerk

There were 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 19:40.

Min No	Item	Action
251	To receive and approve apologies for absence Cllr Steve Lakin – Work Commitments Cllr Paul Milton - Illness Gail Gosden –Illness	Amend
252 252.1 252.2 252.3	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	
253 253.1	Reports from Representatives of Outside Bodies Kent County Council – County Councillor – Maidstone Rural East –Shellina Prendergast – apologies received, and the following report provided: <ul style="list-style-type: none">Leeds/Langley relief road – no updates as still subject to legal proceedingsBig Conversation – Cllr Prendergast is meeting with Officers next week to go through some issues raised by a number of Parish Councils on the pilot. She remains concerned that the service for school children or those who commute will not see an improvement. There are several other issues and Cllr Prendergast will update the Parish Council in February.Pothole blitz – this has commenced for 2019 and contracts have been awarded. KCC has spent £15m over last two years on this and it remains a priority. Councillors and residents should continue to report any highways issues online so problems can be properly logged and actioned - https://www.kent.gov.uk/roads-and-travel/report-a-problemHighways – additional resources are being put in place and more staff are being recruited to ensure drains are kept clear and footways clear of vegetation and obstructions. KHS have also recruited more Highways	
Signed _____		

253.2	<p>Inspectors to ensure that works are being done to a good standard.</p> <p>Maidstone Borough Council – Ward Councillor – Gill Fort.</p> <ul style="list-style-type: none"> • Council Tax - Maidstone Borough Council are looking at a 2.2% inflation figure but officers are likely to put forward a 3% increase due to the loss of the business rate and Government cutbacks. • Local Plan – The next call for sites is likely to be next month. There have been concerns in the past about having sites that are sustainable with proper infrastructure. Consideration could be given to one big settlement as opposed to lots of smaller sites. • Relief Road – Studies are still taking place. A public meeting had been scheduled for early this year, but it has been delayed. KCC Councillor, Gary Cooke is advising that this is still on track. • Thameslink Services between Maidstone and the City – MBC are fighting hard for this because of the economic benefit but it has now been deferred 3 times by Thameslink and will not now be until the end of this year. A letter, signed by 2 MPs, MBC, KCC and members of the local business community is being sent to maintain the pressure. • Strategic Plan – a query was raised re this and Cllr Fort agreed to investigate and report back. 	Cllr Fort
<p>254</p> <p>254.1</p> <p>254.2</p> <p>254.3</p> <p>254.4</p> <p>254.5</p> <p>254.6</p>	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council held on: -</p> <p>Minutes of the Parish Council Meeting held on 19 November 2018</p> <p>Minutes of Planning Meeting held on 19 November 2018</p> <p>Minutes of Planning Meeting held on 03 December 2018</p> <p>Minutes of Planning Meeting held on 17 December 2018</p> <p>Minutes of Planning Committee meeting held on 7 January 2019</p> <p>Minutes of Parish Office Committee meeting held on 7 January 2019</p> <p>Items 254.3 – 254.6 were all approved as a true record, signed by Cllr Clark and retained on file.</p> <p>Item 254.1 was subject to amendment and item 249.2 was not provided for signing and will therefore be signed at the next Parish Council Meeting.</p>	Clerk
255	<p>Actions and Outcomes</p> <p>All actions completed, on the agenda or in progress.</p>	
<p>256</p> <p>256.1</p> <p>256.2</p> <p>256.3</p> <p>256.4</p> <p>256.5</p>	<p>Finances & Payments of Accounts - RFO</p> <p>Bank reconciliation – November 2018</p> <p>Responsible Finance Officer's report</p> <p>To approve accounts for payment & ratify payments already made</p> <p>Items 251.1 – 252.3 were deferred to the next meeting of the Parish Council as the RFO was unable to attend the meeting.</p> <p>To resolve Precept for 2019/20</p> <p>In line with guidance from Maidstone Borough Council, Councillors unanimously agreed to maintain the current Band D charge of £77.46 for 2019/20. The application was duly signed by the Chairman and Clerk</p> <p>To ratify the payment for the repair of the Broomfield Green damaged notice board</p> <p>This item was also deferred to the next Parish Council meeting as the RFO was unable to attend the meeting.</p> <p>Signed _____</p>	<p>RFO</p> <p>RFO</p>

257 257.1	Policing Crime figures <ul style="list-style-type: none"> On Monday 7th of January between 3:30am and 4:00am in Ashford Road, two vehicles, a Jeep and a Mitsubishi Delica, parked in a field were damaged. 	
258 258.1	Parish Councillor Vacancy To resolve how to proceed following the resignation of Cllr Friend within 6 months of the Council Elections Following discussion, Councillors resolved to co-opt a new Councillor. The Parish Clerk was asked to advertise the vacancy as a matter of urgency.	Clerk
259 259.1	Parish Council Committees – Cllr Darling To resolve which Committees should continue and which committees should cease or be subsumed into the Parish Council meetings – Following discussion, Councillors agreed that all Committees apart from the Parish Council Office Committee, should be disbanded and be subsumed into the Parish Council Meetings. The Parish Council Office Committee should continue as a distinct Committee. Councillors also agreed to pilot 2 Parish Council Meetings a month. If this proves successful, the decision will be ratified at a future Parish Council Meeting.	Clerk Clerk
259.2	To determine Cllr Membership of the Committees – in light of the above, this only applies to the Parish Council Office Committee. Councillors resolved that all councillors should sit on this Committee apart from Cllr Milton. Clerk to advise Cllr. Milton	Clerk
260 260.1	APM/APCM Dates To resolve a date for the APCM – As this is an election year, the APCM must be held within 14 days of the election. Following discussion Councillors resolved to hold the meeting on the evening of Monday 13 May 2019 in the Village Hall. The Clerk was asked to confirm the provisional booking with Val Clarke.	Clerk
260.2	To resolve a date and the format for APM – Following discussion Councillors agreed that the APM should follow the APCM on Monday 13 May 2019	Clerk
261 261.1	Parish Council Action Plan To review and adopt a Parish Council Action Plan for 2019 – Councillors reviewed the draft Action Plan and agreed some amendments. Cllr Hoy agreed to review the document and re-arrange into tiers of importance. Clerk to email the document to Cllr Hoy	Clerk Cllr Hoy Clerk
262 262.1	Cherry Tree To resolve not to move the cherry tree by the finger post – following discussion Councillors resolved that the Cherry Tree should not be moved.	
263 263.1	Speeding in the Parish To receive an update from Cllr Clark on the potential of a speed sign on the Lenham Road – Cllr Clark distributed an information pack received from Jenny Watson, KCC Highways.	
263.2	To consider a joint speedwatch initiative with Hollingbourne Parish Council – the Clerk appraised Councillors on a meeting she had had with Hollingbourne Parish Council's Clerk. Following discussion, it was agreed that further information should be obtained on a Traffic Survey.	Clerk
264 264.1	Joint Parish Council/PCSO Surgery To resolve if a joint Parish Council/PCSO surgery should happen. Signed _____	

<p>264.2</p> <p>264.3</p>	<p>Following discussion, Councillors resolved that this should be put in place once the Parish Council has a Parish Office</p> <p>To resolve if it should be a monthly or 3 monthly event – not applicable in light of above decision.</p> <p>To determine a rota for Councillor attendance at these Surgeries– not applicable in light of above decision.</p>	<p>Clerk</p>
<p>265</p> <p>265.1</p>	<p>Kingswood Primary School PTA Donations</p> <p>To consider donating to Kingswood Primary School PTA - following discussion Cllrs resolved that the Clerk should contact Annette Friend advising that the PTA needs to apply in writing with a clear rationale for the money and a statement on what the money would be used for.</p>	<p>Clerk</p>
<p>266</p> <p>266.1</p> <p>266.2</p>	<p>Parish News – Cllr Darling</p> <p>To resolve the number of issues of the Parish News in 2019 – following discussion Councillors resolved that there should still be 3 issues of the Parish News in 2019.</p> <p>To resolve the rates for advertising in the Parish News in 2019 – Cllrs resolved that the current rate for advertising should be maintained for 2019 and that the number of advertisements should be increased. The Clerk to distribute a note on the current advertisers and potential future advertisers to all Cllrs for their consideration.</p>	<p>Clerk</p> <p>Clerk</p>
<p>267</p> <p>267.1</p>	<p>Broomfield Green – Cllr Hoy</p> <p>To resolve Parish Council responsibilities for Broomfield Green if Parish Council or the church register the green – Cllr Hoy updated the meeting on his conversation with the Diocese of Canterbury in respect of Broomfield Green. Following discussion Councillors resolved that the Parish Council would continue maintaining the green in terms of the Village Sign, the Noticeboard, the bench and the wall. Cllr Hoy still to speak to B Hardy re the invoices for petrol.</p>	<p>Cllr Hoy</p>
<p>268</p> <p>268.1</p> <p>268.2</p>	<p>Reports</p> <p>Feedback from East of Maidstone Bus Group meeting 10.12.18 – Cllr Clark Councillors noted the feedback.</p> <p>Feedback from the Biodiversity Strategy Workshop 12.01.19 – Cllr Clark Cllrs noted that his was about the development of a Strategy to encourage wildlife back into the area.</p>	
<p>269</p> <p>268.1</p>	<p>Dynamic Councillor Course – Cllr Clark</p> <p>To resolve if Councillors would like to host this course jointly with Sutton Valence Parish Council – Following discussion Councillors resolved that this event should take place preferably after the elections and both Parishes' APCMs. Cllr Clark agreed to liaise with Sutton Valence.</p>	<p>Cllr Clark</p>
<p>270</p> <p>270.1</p>	<p>CiL Workshop on Neighbourhood Spend</p> <p>To resolve if Councillors wish to attend this event – Following discussion it was resolved that Councillors would not attend this event.</p>	
<p>271</p> <p>271.1</p>	<p>Parish Liaison Meetings</p> <p>To resolve which Councillor will attend these meetings – Following discussion it was resolved that Cllr Clark would attend the first meeting and report back to Councillors. The Clerk to ascertain when and where the next meeting will take place.</p> <p>Signed _____</p>	<p>Clerk</p>

272	Parish Events – Cllr Clark	
272.1	To resolve to hold Parish Events rather than a Pensioners Outing – following discussion Councillors agreed that Parish Events should take place in lieu of the Pensioners Outing	
272.2	To resolve if a working group should be formed to organise the Parish Events– following discussion Councillors agreed that a working group should be set up to organise these events. Cllr Clark agreed to lead on this.	Cllr Clark
273	Any other information	
273.1	Clerks Monthly Update Cllrs noted the Clerk's monthly update which included contact from residents re dog fouling next to the exercise equipment and spam emails that are being received by villagers. In addition, a new Beaver Group has been set up and will be meeting in the Scout Hall on Tuesday evenings.	
273.2	Big Conversation Consultation Drop in Event, 9 February – Cllrs noted that the Clerk had now received copies of the posters advertising the event. Clerk to place these on the Noticeboards, email to residents, place on Facebook and ask if the post office would display a poster and promote the event.	Clerk
274	Items for next agenda <ul style="list-style-type: none"> - Broomfield and Kingswood Risk Assessment - Action Plan - Cllr Lakin on efficiency and planning 	Clerk
275	Parish Council Meetings The next Meeting of the Parish Council will be on Monday 4 February 2019 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.00pm. There was no further business, Cllr Clark closed the meeting at 21:34 <div style="text-align: right;">Signed _____</div>	