



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of an extraordinary meeting of the Parish Council held at the Village Hall, Kingswood, on Monday 21 October 2019

Present: Cllr Tina Clark (Chair); Cllr Laura Hubbard; Cllr Mike Darling; Cllr Tom Hoy; (4)

Pam Bower - Clerk
Jo Gosden – RFO

There were 2 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 19:20

Min No	Item	Action
172	To receive and approve apologies for absence Cllr Janet Tandy – family commitments Cllr Peter Page – work commitments Cllr Shellina Prendergast	
172	Councillors Declarations of interest in items on the agenda 172.1 Lobbying – None 172.2 Personal Interest – None 172.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
173	Reports from Representatives of Outside Bodies 173.1 Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies received, and the following report provided: <ul style="list-style-type: none"> Cllr Prendergast has met with Highways Officers and Ulcombe Parish Council to discuss the Lenham Road speed reduction and footpath issue and Ulcombe Parish Council have since supported these measures at their last meeting. At Cllr Prendergast's request, officers will be implementing a speed survey along this stretch of road in the very near future and ahead of any potential Traffic Regulation Order to reduce the speed. The matter of the footpath is not so simple with various issues including land ownership and significant potential costs. 173.2 Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> MBC Call for Sites – most Parish Councils will be responding to the sites put forward in their parish. Cllr Fort has received several emails raising concerns about the proposed development on the corner of Elder Close and Chestnut Drive. A fly tipper has been caught fly tipping on Burberry Lane. He was a local man. It has been reported in the press. Members Grant – Clerk to ensure the completed form is sent to Cllr Fort. 	Clerk
174	Drainage on the Lenham Road near the Sports Field 174.1 To consider KCC's suggestion that a holding ditch be created along the carriageway side Grace Sladden, KCC Drainage Asset Engineer, advised that she had been unable to locate the soakaways and on consideration felt the best solution might be to install 3 curbed slipways into the hedgerow alongside the sports field which might involve pruning the hedges at the bottom. The road will need to be closed when the work is being undertaken. Following consideration Councillors resolved that the necessary works could take place. Ms Sladden to let the Clerk know when the works will take place.	MsSladden

Signed _____

	<p>The Clerk advised Councillors that she had received a letter from a resident concerned about flooding on the road near his house in Chartway Street. Ms Sladden advised that the resident should raise the issue on the KCC highways website. Once this has been done it would be passed to her team for assessment. Clerk to advise accordingly.</p>	Clerk
<p>175</p> <p>175.1</p> <p>175.2</p> <p>175.3</p>	<p>Planning Applications</p> <p>The following Planning Application to be considered and resolved: Application: 19/505031/FULL Proposal: Single storey extension with basement. Location: Barnhall Lodge Gravelly Bottom Road Kingswood, Maidstone Kent ME17 3NS</p> <p style="text-align: right;">APPROVED</p> <p>Following due consideration, Councillors approved this application subject to the reasons for Maidstone Borough Council's previous refusal being addressed.</p> <p>To consider if Cllrs which to modify/withdraw previous representations re the following:</p> <p>Notification of Appeal Lodged with the Planning Inspectorate Proposal: change of use of land for residential caravan site for two gypsy families, each with one mobile home one touring caravan and one amenity building, with associated hardstanding Location: The Glen, Pitt Road, Kingswood An appeal has been lodged by Mr Thomas Jenkins in relation to the above for the following reason: Maidstone Borough Council has refused permission for this application.</p> <p>Following consideration Councillors agreed they do not wish to modify/withdraw previous representations.</p> <p>Cllrs to ratify the decision taken at the September Parish Council meet to approve planning application 19/503070/FULL, 44 Cayser Drive Kingswood Maidstone Kent ME17 3QD, Erection of a 6ft fence. Extension to the existing dropped kerb for access to hardstanding.</p> <p>Councillors ratified the decision taken at the September Parish Council meeting</p>	
<p>176</p> <p>176.1</p>	<p>Planning Outcomes</p> <p>Councillors noted following Planning Outcomes:</p> <p>19/503070/FULL 44 Cayser Drive Kingswood, Maidstone, Kent, ME17 3QD Erection of a 6ft fence. Extension to the existing dropped kerb for access to hardstanding Application Permitted 09.10.19</p> <p>19/503653/FULL Carylon, Gravelly Bottom Road Kingswood, Maidstone, Kent, ME17 3NU Demolition of the existing front porch. Erection of single storey rear extension and front extension to form porch and bay window, with internal alterations Application permitted 11.10.19</p>	
<p>177</p> <p>177.1</p> <p>177.2</p>	<p>Parish Office</p> <p>To further consider acquiring a Parish Office Councillors progressed their thoughts on acquiring a Parish Office.</p> <p>To consider KCC response re Lenham Road and the potential of a pavement Councillors considered the response from KCC. Clerk to contact KCC and ask how much land would be needed to form the footpath and what the cost is likely to be for the deeds of dedication.</p> <p style="text-align: right;">Signed _____</p>	Clerk

178	Co-option of Amiee Parker as a Councillor	
178.1	To formally co-opt Aimee Parker onto the Parish Council Councillors voted unanimously to co-opt Aimee Parker onto the Parish Council.	
179	Staff Committee meeting – Cllr Darling	
179.1	To feedback on the Staff Committee Meeting, 15.10.19 Cllr Darling fed back on the recent Staff Committee meeting.	
180	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council	
180.1	Minutes of the Parish Council meeting held on 16 September 2019 The above minutes were approved following amendment and duly signed as a true record by Cllr. Clark	
180.2	Minutes of the Extraordinary Parish Council meeting held on 07 October 2019 The above minutes were approved and duly signed as a true record by Cllr. Clark	
180.3	Minutes of the Staff Committee meeting held on 15 October 2019 The above minutes were approved and duly signed as a true record by Cllr. Darling	
181	Actions and Outcomes (for report only)	
181.1	Most actions in progress or complete apart from: 26.1 – updating of asset register 55.2 – RFO to advise if this is complete 78.1 – repairs to gondola and installation of matting under gondola 91.6 – Sports Field Gate Height Barrier 147.3 – Warning signs for litter picking	
<i>Meeting closed for refreshments at 20:30 and restarted at 20:40</i>		
182	Finances and Payment of Accounts - RFO	
182.1	Bank reconciliation – September 2019 This was circulated prior to the meeting, agreed by all and signed by a Councillor and the RFO.	
182.2	Responsible Finance Officer's report This item was circulated, agreed by all and signed by two Councillors.	
182.3	To approve accounts for payment & ratify payments already made Councillors resolved to approve the accounts for payment & ratified payments already made.	
182.4	To approve the schedule of payments for September 2019 Councillors resolved to approve the schedule of payments for September 2019 and the document was duly signed by 2 Councillors.	
182.5	Reconciliation of invoices against ledger for September 2019 Councillors reconciled the invoices against the ledger and initialled the invoices and ledger accordingly.	
182.6	To consider the ½ year audit report of the Internal Auditor This item was deferred to the November Parish Council meeting as the report had not been received.	Clerk
182.7	To further consider the draft budget for 2020/21 Duplicate Item, See item 14.1 below Councillors considered the current 2019/20 budget and requested that the Budget column be moved next to the year to date column. Signed _____	RFO

182.8	Cllrs to ratify the decision taken at the September 2019 Parish Council meet to apply to use the Members Grant for various sports field maintenance costs Councillors ratified the decision taken at the September Parish Council meeting	
182.9	To approve continued donation to RBLI for commemorative 'B' wreath Councillors resolved to continue to donate £50 to the RBL for a commemorative 'B' Wreath	Clerk/RFO
183 183.1	Broomfield and Kingswood Financial Regulations To resolve to adopt the amended Broomfield and Kingswood Financial Regulations Councillors resolved to adopt the amended Broomfield and Kingswood Financial Regulations.	
184 184.1	2020/21 Budget To consider a second draft of the Parish Council's 2020/21 budget Councillors considered the draft budget presented and suggested some further amendments. A third draft to come to the November Parish Council meeting along with a schedule of draft income.	Clerk/RFO
185 185.1	Policing PCSO Shivon De Rose had extended her apologies for the meeting but had forwarded the following which was read to Councillors: Crimes of Note: <ul style="list-style-type: none"> • 10.08.19 Broomfield Lodge – criminal damage to doors • 13.08.19 Burglary, Chapman Wood • 14.09.19 Burglary and Arson not endangering life, Acorns Gravelly Bottom Road • 01.10.19 Burglary, Old Forge Chartway Street • 16.10.19 Burglary non-dwelling, Old Forge Chartway Street Anti-social behaviour and other incidents of note: <ul style="list-style-type: none"> • No reports of anti-social behaviour • PCSO De Rose and JFMO PCSO Humpreys have been working collaboratively to minimise incidences of ASB in Kingswood village • Regular contact made with the youth by PCSO in the village to build trust and confidence in police. • Discussed with clerk the introduction of a Boxing club in the area with possible use of scout hut/village hall. • Ongoing discussions regarding clubs and activities targeting the teens in particular in the area Items of good work: <ul style="list-style-type: none"> • Regular foot patrol in area providing reassurance and high visibility in the area. • Patrol in popular fly tipping areas, such as Burberry lane minimising incidences. • Speed monitoring on Chartway street. • Attendance at coffee morning/ breakfast at village hall. Community engagement 	
186 186.1	Parish Council Action Plan To monitor the action plan and take appropriate actions Councillors noted that all actions are either complete or in progress apart from 2 relating to the website which are on hold.	
187 187.1	Training for Councillors and Staff To consider training that is currently available and resolve if it should be accessed by Councillors/staff Councillors resolved that Cllr Parker should attend the Dynamic Councillor Training session. Clerk to book Cllr Parker on.	Clerk
188 188.1	Sports Field To resolve final position of dog hitching post and whether a sign should be attached. Following discussion, Councillors agreed not to pursue this. Clerk to advise Village Handyman accordingly.	Clerk

Signed _____

188.2	To receive an update on repairs to play area equipment The Clerk advised that a quote had been received for the parts to repair the fun buggy, but she was querying that the item was not installed correctly in the first place. Councillors resolved to accept the quote if appropriate.	
188.3	To consider quotation for replacement of Junior Swings The Clerk advised that she had received a quote for replacing the seats which are deteriorating and the chains of the junior swings that are twisted. Councillors resolved to accept the quote for supply of the chains and seats. Clerk to advise accordingly and ask the village handyman to fit the swings and chains once they have been delivered.	Clerk
188.4	To consider quotations for opening and closing the Sports Field Gates Councillors considered the quote received and resolved that it was too expensive. Clerk to advise accordingly. Clerk to put an article in the Winter Parish News, email residents and put a notice on the noticeboard and website, asking for someone to volunteer to open and close the sports field gates at dawn and dusk.	Clerk
189 189.1	Policies and Procedures Councillors to resolve to adopt the following policies: Code of Conduct Health & Safety Policy Following due consideration, Councillors resolved to adopt the two policies.	
190 190.1	Precept Flyer Cllrs to consider the production of a flyer to provide precept information to residents Councillors considered a draft precept flyer produced by Sevenoaks Town Council and resolved that it would be useful to provide something similar for the Broomfield & Kingswood residents. Clerk to bring a draft to a Parish Council meeting once the precept is finalised.	Clerk
191 191.1	Feedback from Village Hall Committee meeting – Cllr Tandy This item was deferred to the November Parish Council meeting.	Clerk
192 192.1	Neighbourhood Watch Co-ordinator Cllr to consider how to progress getting a neighbourhood watch co-ordinator for the parish Following discussion Councillors agreed to continue to encourage someone to take over the role.	Cllrs
193 193.1	Financial Regulations Cllrs to resolve to adopt the updated Financial Regulations This is a duplicate item. See Item 183.1 above	
194 194.1	Reports Maidstone KALC Area meeting 23.09.19 – Cllr Clark The chair advised that most of the meeting focussed on the Local Plan. KALC are mounting a campaign to encourage Maidstone Borough Council to fight the number of houses required by the Government	
Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press were excluded from item 195		
195 195.1	Maidstone Borough Council's Call for Sites To consider submissions relevant to this parish, to Maidstone Borough Councils' Call for Sites Councillors considered the relevant submissions.	
The meeting was re-opened to the public		
196 196.1	Any other information Carrs Coaches The Clerk advised Councillors that Carrs had objected to the article published in the Down Mail about the issues that school children are experiencing travelling from Kingswood village to the school in Lenham. The Clerk had written to Carrs apologising and explaining that the Downs Mail were not at fault as they only print what is on the Signed	

	draft minutes that are sent to them by the Clerk.	
196.2	Report from the External Auditor Councillors noted that no matters had come to the attention of the external auditors giving cause for concern that relevant legislation and regulatory requirements had not been met.	
196.3	Litter Picking The RFO had sourced some more quotes for litter picking signs which were shared with Councillors. Councillors resolved that 4 x 'cone signs' be purchased. RFO to purchase.	RFO
196.4	Cherry Picker for CCTV pole The RFO advised that the cherry picker would be delivered on the evening of Friday, 1 December and that relevant Councillors would gather at the Sports field at 9am the next day. Cllr Hubbard to ask her husband if he would be willing to help.	Cllr Hubbard
196.5	Resident Emails The clerk advised that she had received 2 emails from residents, one querying what road surface might be applied to roads being resurfaced, and one expressing concern at the work being undertaken to a bungalow in Cayser Drive. Unfortunately, this one was anonymous so that Council is unable to respond.	
197.6	Meetings coming up Cllr Clark advised that she is unable to attend the following meetings: Bus Group, 28 th October - Cllr Tandy to attend KALC Local Area meeting, 11 November – Cllr Hubbard to see if she can attend KALC Annual General Meeting, 30 November – Cllr Clark to email Cllrs requesting that someone attends.	Cllr Tandy Cllr Hubbard Cllr Clark
197.7	Christmas Drinks Councillors were reminded that invitations need to be sent out for this event which is planned for 16 December. It was resolved that all residents be invited but that it be a ticketed event on a first come, first served basis due to the maximum capacity of the village hall.	Clerk
197.8	Broken football net The Clerk advised Councillors that there is a tattered net in place on one of the football posts in the Sports field. Councillors resolved that this should be removed. Clerk to ask Village Handyman to remove it.	Clerk
197.9	Loxley House Councillors were advised that a planning application for Loxley House, that Councillors had previously approved, was being called into Planning Committee on Thursday 24 October. Unfortunately, no Councillor was able to attend. Clerk to advise accordingly.	Clerk
198	Items for next agenda <ul style="list-style-type: none"> Progressing Parish Events next year Newsletter Internal Auditor's ½ yearly report Feedback from Village Hall Committee – Cllr Tandy Draft 2020/21 budget 	
149	Parish Council Meetings The next meeting of the Parish Council will be on Monday 18 November 2019, at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. There was no further business, Cllr Clark closed the meeting at 22.12. Signed	