



Broomfield and Kingswood Parish Council

www.broomfieldandkingswood.kentparishes.gov.uk



Notice of the Annual Parish Council Meeting

To: All Councillors

You are hereby summonsed to attend the Annual Parish Council Meeting of Broomfield and Kingswood Parish Council to be held at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX on Monday 17 May 2021 at 7.15pm.

To: All Residents

Members of the public are welcome to join.

Whilst virtual meetings can no longer be held Councillors appreciate that not everyone is comfortable attending a face to face meeting yet. Please contact the Clerk, Hayley Roberts, before the meeting if you would like to raise any questions or concerns but do not wish to attend the meeting in person due to the pandemic.

Dated 11 May 2021

Signed: **Hayley Roberts**, Parish Clerk

A G E N D A

Chairman's Announcement: *Whilst it is permitted to record this meeting any person, Councillor or member of the public, wishing to do so is obliged to notify the meeting, before commencement of their intention to do so.*

Public Forum - *The Chairman welcomes members of the public and invites them to speak prior to the start of the Meeting, relating to the Agenda or local issues, (to a maximum of fifteen minutes and three minutes per speaker). You are requested to state your name and address prior to speaking.*

No	Item
1.	To receive and approve apologies for absence
2.	Councillors Declarations of interest in items on the agenda
2.1	Lobbying
2.2	Personal Interest
2.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
3.	Welcome by the Parish Council Chairman, Tina Clark
4.	Reports from Representatives of Outside Bodies Kent County Council – County Councillor – Maidstone Rural East – TBC Maidstone Borough Council – Ward Councillor – Gill Fort
5.	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 19 April 2021
6.	To consider and approve the External Auditor Report and Certificate 2019/20
7.	Election of Chairman (2021/22)
7.1	Chairman to sign Declaration of Acceptance of Office
8.	Election of Vice Chairman (2021/22)
9.	Declarations of Interest
9.1	To declare any changes to existing DPI forms.
10.	For members to confirm in writing that they agree to receive ALL communications electronically during their period of office

11.	Planning Applications The following Planning Applications to be considered and resolved:
11.1	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
11.2	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
11.3	Application: 21/501749/FULL Proposal: Erection of a garage and a summerhouse with canopy. Location: Dunrovin 17 Charlesford Avenue Kingswood Maidstone Kent ME17 3PE
11.4	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
12.	Planning Outcomes (for report only)
13.	Actions & Outcomes (for report only)
14.	Staff Committee
14.1	Staff Committee Report
14.2	To agree committee terms of reference and scheme of delegation
15.	Committee and Working Group Structure for 2021/22
15.1	To appoint membership and substitutes of committees and working groups for 2020/21
16.	Delegation Powers re Planning (Minute No 19/101.1) Delegation
16.1	To resolve to adopt
17.	To review the following for adoption:
17.1	Standing Orders
17.2	Financial Regulations
18.	Election of Representatives to Other Bodies and arrangements for reporting back on meetings
18.1	Joint Parishes Group
18.2	Kent Association of Local Councils Maidstone Area Committee
18.3	Kingswood Primary School
18.4	Police Forum
18.5	Rural Transport Group
18.6	Village Hall Committee
18.7	Parish Liaison Meetings
18.8	Twinning Group
18.9	To review reporting arrangements back to full Council
18.10	Leeds Castle Liaison Group
19.	To review and resolve the following;
19.1	Asset Register
19.2	Financial and Council Risk Assessment
19.3	Action Plan
19.4	Draft schedule of future meeting dates
20.	To review the Council's subscriptions
20.1	SLCC for Clerk and RFO
21.	To review and approve the following policies
21.1	Complaints Procedure
21.2	Equality and Diversity Policy
21.3	Data Privacy Notice
21.4	Laptop Computer Policy issue 1
21.5	Data Retention Policy issue 1.1
21.6	GDPR Policy

22.	Finances and Payment of Accounts
22.1	Bank reconciliation – April 2021
22.2	Responsible Finance Officer's report April 2021
22.3	To approve the schedule of payments for April 2021
22.4	To ratify payments already made in May 2021
22.5	Reconciliation of invoices against cheques and ledger for April 2021
22.6	To consider performance against the 2020/21 budget
22.7	Ratification of CCTV repair invoice
22.8	Ratification of Tall Trees rental increase amount based RPI figure.
22.9	Ratification of Defibrillator invoice for replacement electro pads.
22.10	To resolve to approve Village Hall hire fees.
22.11	To consider and agree which insurance company to proceed with for 2021/22
23.	Approval of Annual Governance and Accountability Return (AGAR)
23.1	Review of Internal Audit
23.2	Approval of Annual Governance Statement
23.3	To consider the Accounting Statements by the members meeting as a whole.
23.4	Approve the Accounting Statements by resolution
24.	Sports Field
24.1	Review of the month's Sports Field Inspection Sheets
24.2	To receive an update on the Junior Play Unit – Cllr Parker
24.3	To receive an update on the potential of a disabled swing – Cllr Parker
24.4	To receive an update regarding CCTV – Cllr Pink
24.5	To receive an update regarding fencing quotations – Cllr Davies
25.	Policing
25.1	Crime Figures
25.2	PCSO update
26.	To review Play Inspections annual play area report
26.1	To review annual inspection report and resolve way forward.
26.2	To resolve to accept quotation for the repair of the play equipment.
27.	To discuss request from resident regarding land in Tall Trees Close
28.	To consider and resolve to repair the height barrier at the Sports Field
29.	To discuss and resolve to accept quotations of proposed minibus shuttle service – Cllr Ross
30.	To discuss and resolve if to accept request regarding Parish Councils Zoom login.
31.	Lanyards
32.	Broomfield Green Noticeboard
33.	Residents' Concerns
34.	Any Other Information
35.	Items for next agenda for Parish Council Meeting June 2021
	<p>Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2022, date to be confirmed.</p> <p>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.</p>