



Broomfield and Kingswood Parish Council

www.broomfieldandkingswood-pc.org.uk



Public Notice of a Meeting of the Parish Council

To: All Councillors

You are hereby summonsed to attend a meeting of the Broomfield and Kingswood Parish Council to be held at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX on Monday 21 August 2023 at 7.30pm.

To: All Residents

Members of the public are welcome to join.

Dated: 15th August 2023

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.	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort
4.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 17th July 2023
5.	Planning Applications There are currently no new planning applications to be considered and resolved.
6.	Planning Outcomes (for report only)
7.	Actions & Outcomes (for report only)
8.	Finances and Payment of Accounts
8.1	Bank reconciliation July 2023
8.2	Responsible Finance Officer's report July 2023
8.3	To approve the schedule of payments for August 2023
8.4	To ratify payments already made in July 2023
8.5	Reconciliation of invoices against cheques and ledger for July 2023
8.6	To consider performance against the 2023/24 budget
8.7	Cllr Whitcombe to sign form to add Cllr as signatories on the UTB bank account
8.8	To discuss Orbtalk price increase
9.	Sports Field
9.1	Review of the month's Sports Field Inspection Sheets
9.2	To discuss damaged picnic bench, consider quotations and resolve how to proceed
9.3	To review CCTV equipment and resolve whether to upgrade
9.4	To discuss car park and wooden bollards and resolve how to proceed
9.5	To discuss quotations for work following Annual Playground Inspection and resolve to accept one
9.6	To discuss whether to proceed with play area rolling repeat inspection service
10.	Policing Crime Figures

11.	To review and approve the following policies;
11.1	Grant Awards Policy 2023
11.2	Grant Funding Application Form 2023
11.3	Health and Safety Policy 2023
11.4	Lone Working Policy 2023
11.5	Reserve Policy 2023
11.6	Terms of Reference for Parish Council Working Groups 2023
11.7	Work Station Health and Safety Check 2023
11.8	Performance Management and Staff Development Policy 2023
11.9	Freedom of Information Act 2000 – Publication Scheme 2023
12.	To receive information in relation to RRT charity and discuss
13.	To consider and resolve if Parish Clerk should attend the KALC Clerks Conference 2023 and KALC Annual Finance Conference 2023
14.	To receive an update on the Joint Village Hall Project
15.	To receive an update on the SEW Leeds six month road closure
16.	Ratification of decision for Headcorn FC to have a metal container placed at the Sports Field
17.	To discuss Microsoft 365 software for laptops
18.	To discuss the purchase of Silent Tommy Statues
19.	To consider correspondence from Hugo Fox and resolve how to proceed
20.	To discuss correspondence in relation to Christmas Lights at Leeds Castle competition and resolve how to proceed
21.	To receive nominations of charities to support as per Parish News article and resolve how to proceed
22.	To make a decision about the Love Where You Live Grant spending
23.	Residents' concerns
24.	Any other information
25.	Items for next agenda
26.	Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 4th and 18st of September 2023. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.