



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
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 19 July 2021

Present at meeting: Cllr Tina Clark (Chairman); Cllr Gareth Davies (Vice Chairman), Cllr Simon Pearce; Cllr Laura Hubbard; Cllr Aimee Parker and Cllr Ron Kemp

Hayley Roberts - Parish Clerk

Joanne Gosden - RFO

There was 5 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 7:30pm

Min No	Item	Action
318	To receive and approve apologies for absence Cllr Katherine Ross – Childcare issues Cllr Chris Pink – Personal reasons	
319. 319.1 319.2 319.3	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) – item 304.7 Cllr Parker.	
320.	Welcome by the Parish Council Chairman, Tina Clark	
321. 321.1 321.2	Reports from Representatives of Outside Bodies Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies received. Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Consultation re local elections – The Council is considering whether to switch its electoral arrangements from its current system of three elections every four years, to one election every four years. If the change took place there would be a saving of approximately £60,000 to £80,000 per year. Residents are asked to vote on the MBC website https://maidstone.gov.uk/home/primary-services/council-and-democracy/primary-areas/consultations/live-consultations/whole-council-elections Moat Park - Work has started on a new café. The leisure centre which was built in the 1970s is having issues with its foundations due to this it is looking likely that the leisure centre will need to be demolished and rebuilt in the not so distant future. Council meetings are now being held at the Town Hall again with the main meeting being held at Moat Park Leisure Centre. COVID update – Current cases are 55 per day in total number this equates to 8.2% of the population of Maidstone. This is above the South East average. Residents are asked to remain cautious. Pilot Scheme to Combat Litter (6 months) – no further details are available since the last meeting. Cllr Fort is trying to get hold of some figures as the scheme has now been running since April. It has been noted that the amount of litter seems to have improved at the junction 8 roundabout. 	
	<i>7.40pm Jo Gosden entered the meeting and Gill Fort left the meeting.</i>	
322. 322.1	Presentation from James Milton regarding Averting the Insect Apocalypse Should any Parishioners wish for the presentation to be emailed to them please contact the Parish Clerk.	
	<i>8.10pm all members of the public left</i> Signed _____	

323.	Planning Applications The following Planning Applications to be considered and resolved:	
323.1	Application Ref: 21/503673/TPOA Proposal: TPO Application for 1 x (T1) Semi mature Oak tree – Fell to ground level. Address: 18 Peter Pease Close Kingswood Maidstone Kent ME17 3BZ Approved.	
323.2	Application Ref: 21/503150/FULL Proposal: Demolition of existing buildings and erection of 3no. houses with associated amenity space, landscaping and access. Address: The Old Forge Chartway Street East Sutton Maidstone Kent ME17 3DW After due consideration Cllrs resolved that their objection still stands as per previous applications.	
323.3	Application Ref: 21/503015/FULL Proposal: Erection of a 25m x 2.75m rear boundary fence. Address: 2 The Wychlings Gravelly Bottom Road Kingswood Maidstone Kent ME17 3PZ Approved.	
323.4	Application Ref: 21/503233/FULL Proposal: Demolition of existing dwelling and 3no. agricultural buildings and erection of a new dwelling with associated hard and soft Landscaping. Address: Summerfield Chartway Street Sutton Valence Maidstone Kent ME17 3HX Approved.	
<i>Cllr Parker left the meeting 8.22pm and returned at 8.24pm</i>		
324.	Planning Outcomes (for report only) Cllrs noted that MBC had determined the following planning applications:	
324.1	Application Ref: 21/502504/FULL Proposal: Demolition of existing garage and erection of a two storey rear extension and insertion of rooflights and Juliet balcony. Address: Touchwood 51 Charlesford Avenue Kingswood Maidstone Kent ME17 3PH MBC Decision: Application Permitted 08.07.21	
324.2	Application Ref: 21/502735/FULL Proposal: Erection of a first floor extension to existing bungalow, a part two/part single storey side and single storey front extension, part two storey/part single storey side Address: The Cedars Gravelly Bottom Road Kingswood MBC Decision: Application Refused 09.07.21	
324.3	Application Ref: 21/501749/FULL Proposal: Erection of a garage and a summerhouse with canopy. Address: Dunrovin 17 Charlesford Avenue Kingswood Maidstone Kent ME17 3PE MBC Decision: Application Refused 29.06.21	
324.4	Application Ref: 21/502189/TPOA Proposal: TPO application Address: Kingsbroom Broomfield Road Kingswood ME17 3NY MBC Decision: Application Permitted 01.07.21	
324.5	Application Ref: 20/505399/FULL Proposal: Erection of additional polytunnels and associated drainage works. Address: Morry Farm, Morry Lane, East Sutton, Maidstone Kent ME17 3DR MBC Decision: Application Permitted 29.06.21	
325.	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council	
325.1	Minutes of Parish Council Meeting held on 21 June 2021. The above minutes were approved as a true copy and duly signed by Cllr Clark.	
326.	Actions & Outcomes (for report only) The following outstanding actions were discussed by Cllrs...	
326.1	Repairs to low stone wall at Broomfield Green. Cllrs discussed and resolved to repair the stone wall again. Cllrs resolved not to increase the height of the wall. Clerk to arrange.	Clerk
326.2	Fencing at Sports Field Cllr Davies advised he will contact the fencing company for an installation date.	Cllr Davies
Signed		

326.3	Traffic and parked cars on Bushy Grove Cllr Hubbard advised that no response has been received from the School. This is ongoing.	Cllr Parker/Cllr Ross
326.4	Spraying of footpaths regarding dog fouling. Cllr Parker and Cllr Ross to action. Date yet to be set.	
327.	Finances and Payment of Accounts	RFO
327.1	Bank reconciliation – June 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce.	
327.2	Responsible Finance Officer's report June 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Davies.	
327.3	To approve the schedule of payments for June 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Hubbard and Cllr Parker.	
327.4	To ratify payments already made in July 2021 Cllrs resolved to ratify payments already made in July 2021.	
327.5	Reconciliation of invoices against cheques and ledger for June 2021 Cllrs reconciled the invoices against the ledger and Cllr Hubbard initialled the invoices and ledger accordingly.	
327.6	To consider performance against the 2021/22 budget Cllrs noted the performance so far during 2021/22.	
327.7	To consider and approve signatories on bank accounts. Cllrs resolved that Cllr Kemp and Cllr Pearce will be added as signatories.	
328.	Sports Field	Clerk Clerk Clerk
328.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed and no action required. Cllrs were advised that new rope has been purchased for the basket swing.	
328.2	To discuss chosen quotation and resolve to approve quotation for the replacement of the Multi Play Unit Cllrs discussed the two options and resolved to accept the quotation for the Allegro Plus with Grasslok surfacing. Clerk to contact Playdale.	
328.3	To consider height barrier quotations following site visit by companies. Cllrs discussed quotations and resolved to accept quotation from Petron Welding. Clerk to confirm if work can be covered by insurance policy before going ahead.	
328.4	To review annual tree survey audit report and resolve to accept remedial work. Cllrs discussed report. Clerk to contact TreeCycle for a quotation for the remedial work.	Clerk
<i>9.05pm Jo Gosden left the meeting.</i>		
329.	Policing	
329.1	Crime Figures – no crime figures shown for this month.	
329.2	PCSO update I have performed a couple of speed monitoring sessions and as you can imagine as soon as drivers see the patrol car they slow down. These were done on Broomfield road and Lenham road. I thought the coffee morning was a great success and really lovely to see everyone smiling. I have a bit of news for you and it is with sadness that I have to inform you I will no longer be the PCSO for Kingswood. This will take effect from the 02/08/2021. There has been a PCSO restructure done by our inspector, Mr Stephen Kent and It has come as a surprise to all but I will embrace the new challenge and do my best. It has been a pleasure working with Kingswood Parish Council over the last three and half years, who have been supportive of my efforts. I have enjoyed getting to know the residents and the area and will very much miss my patrols there. I cannot advise you yet as to whom will be taking my place unfortunately but soon as I find out I will let you know.	
330.	Staff Committee	Clerk
330.1	To resolve who will be the third member after the resignation of Cllr Pattison. Cllr Davies proposed Katherine Ross be elected onto the Staff Committee and this was seconded by Cllr Pearce and agreed unanimously. Clerk to confirm Cllr Ross accepts the nomination via email. Signed _____	

330.2	To resolve when the RFO and Clerks three month reviews will take place. Staff Committee resolved to set a date outside of the meeting.	Cllr Davies
331. 331.1	To appoint a Data Protection Officer (DPO). Cllrs discussed and it was felt that this position should be someone who is independent of the Parish Council. Clerk to obtain clarification.	Clerk
332. 332.1	To appoint second representative for KALC Maidstone Area Committee Cllrs discussed and resolved that a second representative was not required.	
333. 333.1	To consider and resolve to complete the Maidstone Borough Council Affordable Housing Developments Parish Survey Cllrs discussed and completed the survey. Clerk to submit.	Clerk
334. 334.1	To consider and resolve whether to renew Zoom license Cllrs resolved not to renew the Zoom licence.	
335. 335.1	To consider enquiry from Roseacre Raiders Football team Cllrs discussed the request to make the Sports Field Roseacre Raiders U11 home ground for matches. Cllrs resolved that due to the team not being from the Parish, high usage by residents at weekends, lack of parking and unsuitable ground that it would not be appropriate to permit this.	
336. 336.1	To discuss the placement of salt bins around the village Cllrs discussed and resolved to purchase three new salts bins to be placed around the village. Clerk to action.	Clerk
337. 337.1	To resolve to set a date for the next village litter pick Cllrs discussed and agreed a date of Sunday the 8 th of August at 2pm. Clerk to promote.	Clerk
338. 338.1	The Queens Platinum Jubilee (2nd June 2022 – 5th June 2022). To consider and resolve to agree to a band for Saturday the 4 th of June 2022. Email received from resident and Cllrs agreed that the band would be suitable. Clerk to contact James Milton to discuss other possible bands.	Clerk
338.2	To discuss a lighting of a beacon celebration. Cllrs discussed and resolved that it may be something that the Village Hall Committee might like to undertake. Clerk to send information on to Village Hall Committee.	Clerk
339. 339.1	Residents' concerns To consider and resolve what if any action to be taken in respect of:	
339.2	Antisocial behaviour at the Sports Field. Resident raised concerns over bottles being smashed and foul language. Clerk has reported to PCSO and CCTV has been checked.	
339.3	Overhanging hedges obstructing view at junction of Gravelly Bottom Road/The Village Hall. There is a clear danger as view is obstructed. Clerk to contact Village Hall Committee.	Clerk
340. 340.1	Any other information Update on Co-Option of a new Councillor following the resignation of Cllr Pattison. Confirmation has been received that the Parish Council may go ahead and co-opt a new Councillor. Anyone interested in becoming a Councillor should contact the Clerk.	Clerk
340.2	Replacement of benches and picnic benches x5 at Sports Field Cllrs discussed. Clerk to assess the benches to decide which ones need urgent replacement.	Clerk
340.3	Clubs Stand at Village Hall A lot clubs and groups have lost members due to COVID19 and Cllr Clark discussed the possibility of holding an event at the Village Hall to help local clubs and groups promote themselves. Clerk to contact local clubs and groups.	Clerk
340.4	Parish, Town and Community Councils in Kent and Medway – Community Resilience/Emergency Plans. Completed in meeting. Clerk to submit.	Clerk
340.5	Community Building Public Consultation A date has been set for the public consultation on the proposed community building. Residents are invited to a meeting with Cllrs at Broomfield and Kingswood Village Hall on the 11 th of September 2021 at 2pm. Clerk to promote.	Clerk
Signed _____		

340.6	Additional Planning Applications Cllrs were advised that two additional planning applications (as below) have been received subsequent the publication of the agenda for the meeting and the response submission date was prior to the August Parish Council meeting date.	
340.7	Application Ref: 21/503720/FULL Proposal: Erection of a single storey, flat roof rear extension and front porch (Resubmission of 21/500546/FULL, part retrospective). Address: 18 Tall Trees Close Kingswood Maidstone Kent ME17 3PT Approved. Decision to be ratified at next meeting.	
340.8	Application Ref: 21/503584/FULL Proposal: Erection of an outbuilding (Retrospective). Address: 10 Tall Trees Close Kingswood Maidstone Kent ME17 3PT Approved. Approved. Decision to be ratified at next meeting.	
316. 316.1 316.2	Items for next agenda Ratification of decision on two planning applications. Boot Fair	
317.	Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 2 August and Monday 16 August 2021. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm. There was no further business, Cllr Clark closed the meeting at 10.29pm Signed _____	