



Broomfield and Kingswood Parish Council

<http://www.broomfieldandkingswood-pc.org.uk>



Minutes of the Meeting of the Parish Council

Minutes of the Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 17 October 2022

Present at meeting: Cllr Tina Clark (Chairman); Cllr Lakin; Cllr Pearce; Cllr Pink; Cllr Parker-Boyton
and Cllr Malcolm Clarke

Hayley Roberts - Parish Clerk/RFO

There were three 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
645. 645.1	To receive and approve apologies for absence Cllr Gareth Davies – personal reasons	
646. 646.1 646.2 646.3	Councillors Declarations of interest in items on the agenda 646.1 Lobbying – None 646.2 Personal Interest – None 646.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
647.	Welcome by the Parish Council Chairman, Tina Clark	
648.	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort – not present	
649.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 26 September 2022 The above minutes were approved as a true copy and duly signed by Cllr Clark.	
650. 650.1	Planning Applications The following Planning Application to be considered and resolved: Application Ref: 22/504711/FULL Proposal: Demolition of existing dwelling and erection of 1no. dwelling with associated parking and garden, including landscape and biodiversity enhancements (Resubmission of 22/501783/FULL). Address: Land Adjacent to Honeysuckle Lodge Gravelly Bottom Road Kingswood Kent ME17 3NX Following due consideration, Cllrs resolved that that as per comments on a previous application that this should be referred to MBC planning committee for decision.	
651. 651.1	Planning Outcomes (for report only) Cllrs noted that MBC had determined the following planning application: 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 MBC Decision: Application Permitted 29.09.22	
652.	Actions & Outcomes (for report only) Cllrs discussed outstanding actions. Cllrs noted the issues around a litter pick on Broomfield Road however all agreed that litter is still a big issue there. Cllr Pearce to speak to Broomfield residents and organise a litter pick to potentially coincide with a Speedwatch session.	Cllr Pearce
653. 653.1	Finances and Payment of Accounts Bank reconciliation September 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO. Signed _____	

653.2	Responsible Finance Officer's report September 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Clark.	
653.3	To approve the schedule of payments for October 2022 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Lakin and Cllr Clark.	
653.4	To ratify payments already made in September 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and Cllr Lakin.	
653.5	Reconciliation of invoices against cheques and ledger for September 2022 Councillors reconciled the invoices against the ledger and Cllr Lakin and Cllr Pearce initialled the invoices and ledger accordingly.	
653.6	To consider performance against the 2022/23 budget Cllrs noted the performance against the 2022/23 budget.	
653.7	To discuss donation request from Three Suttons Helpline Cllrs discussed and resolved to donate £250 to the Three Suttons Helpline. Cllrs want to thank the volunteers for all their hard work. If anyone would like to become a volunteer please contact Hayley, Parish Clerk.	Clerk
654.	Sports Field Review of the month's Sports Field Inspection Sheets Cllrs noted the following...	
654.1	New picnic benches have now been installed.	
654.2	Sign was vandalised in the Sports Field however this has now been repaired.	
654.3	Small goal posts are wobbly and rusting. Cllrs discussed and asked Parish Clerk to obtain three quotations for the replacement of these goal posts. Clerk to contact Headcorn FC to confirm if they have a contact, we may obtain a quotation from.	Clerk
654.4	Cllrs discussed congestion of Sports Field on weekends when Headcorn FC hire the pitch. Clerk to contact Headcorn FC and request that cars are not parked on verges outside the Sports Field gates and ask the club to encourage car sharing with the potential addition of a parking Marshall to park cars appropriately. Cllrs and Clerk to monitor.	Clerk
654.5	To review new guidance received from MBC in relation to changes to Parish play area inspections Cllrs considered and discussed new guidance and resolved that no further action is required as the play area is inspected annually by an outside company and weekly by the Parish Council.	
655.	Policing Crime Figures	
655.1	Between 00:01 on Wednesday 10th of August and 23:59 on Thursday 29th of September in Gravelly Bottom Road. Somebody stole a caravan from a storage site. Crime Report No. 46/189990/22 - Posted 02/10/2022	
655.2	On Tuesday 11th of October between 16:40 and 17:20 in Park Barn Road. Somebody rode a motorbike over a field and damaged the crops. Crime Report No. 46/197718/22 - Posted 14/10/2022	
656.	To discuss Remembrance Day 2022 and resolve whether to purchase items to mark the occasion	
656.1	Cllrs discussed and agreed to purchase a wreath and lorry poppies to the value of £100 as per the budget for 2022/23. Clerk to purchase.	Clerk
656.2	Cllrs also resolved to purchase a Tommy Statue to be erected for next year to be located on Broomfield Green. Clerk to look into Tommy statue.	Clerk
657.	To consider and resolve to create a Budget Committee to discuss the 2023/24 budget Cllr Lakin and Cllr Pearce to form Budget Committee with Clerk. Committee to meet before November meeting and draft budget to be reviewed and agreed at next meeting.	
658.	To consider and approve the purchase of the latest edition of Arnold-Baker on Local Council Administration 13th Edition Cllrs considered and resolved to purchase the latest edition of Arnold-Baker on Local Council Administration 13 th Edition for £164.99. Clerk to purchase.	Clerk
	Signed _____	

659.	To provide feedback from and discuss September Cluster Meeting Clerk provided feedback from the meeting; main point was that online reporting of crimes and antisocial behaviour is essential to ensure everything is logged and cases can be created. Residents are encouraged to report online using the following link https://www.kent.police.uk/ro/report																							
660.	To provide feedback from and discuss KCC Autumn Parish Seminar 2022 Cllr Clark and Clerk provided feedback. There was not much time for questions to be raised, it was more about departments presenting to Parish Councils. One thing that was highlighted from the meeting was that more input into the Highway Improvement Plan is required from Cllrs.																							
661.	To discuss outcome from informal Clerks and Councillors meeting Cllr Clarke and Clerk provided feedback from meeting. It was a useful networking event and Clerk arranged a meeting with MP Helen Whately to discuss the bus service further.																							
662.	To discuss implementation of an Emergency Plan for the Parish Cllrs discussed and this is much more involved than first thought. Clerk to contact other parishes and to look into existing KCC and MBC emergency plans. This can then be discussed again.	Clerk																						
663.	To discuss setting up a Community Transport Scheme Cllrs discussed possibility of setting up a community bus and all agreed something needs to be in place. Cllrs resolved to wait until outcome of bus meeting on the 20 th of October 2022 in relation to the number 59 bus service before deciding on the next steps.																							
664. 664.1	To further consider ideas for an event to support the community with the cost of living crisis Cllrs are keen to hold a toy swap, Clerk to contact school Headteacher/Executive Head to discuss further.	Clerk																						
664.2	Cllr Clarke to write an article for the Parish News highlighting various money saving and energy saving ideas. Clerk to ask residents for their ideas.	Cllr Clarke Clerk																						
665.	To consider use of wildlife cameras Cllrs discussed and after further investigation resolved that this is not a viable option.																							
666.	To receive an update on the Community Building project Community Building Committee are meeting in October to discuss and will discuss outcome at the November Parish Council meeting.	Cllrs																						
667.	Residents' concerns To consider and resolve what if any action to be taken in respect of: Dog poo – now the nights are drawing in the dog poo problem around the village has increased. Please can we remind residents to pick up after their dogs! Cllrs discussed the possibility of having to stop dogs using the Sports Field if the problem doesn't improve. Cllrs resolved to purchase signs for the Sports Field asking residents to pick up their dog poo. Clerk to arrange.	Clerk																						
668.	Any other information Residents asked to remain vigilant and ensure sheds, vehicles etc are secure and locked. A few reports of suspicious activity received. Speedwatch																							
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643. 643.1 643.2 643.3 643.4	Items for next agenda To receive an update on the Community Building project To discuss outcome of the number 59 bus meeting To review and agree draft budget for 2023/24 To discuss ideas for the Kings Coronation																							
	Signed _____																							

644.	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council is scheduled for Monday 7 November 2022 and Monday 21 November 2022 the meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>There was no further business, Cllr Clark closed the meeting at 9.51pm</p> <p>Signed _____</p>	
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