



# Broomfield and Kingswood Parish Council

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## 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 21 March 2022

**Present at meeting:** Cllr Tina Clark (Chairman); Cllr Gareth Davies (Vice Chairman); Cllr Chris Pink  
Cllr Simon Pearce and Cllr Malcolm Clarke

Hayley Roberts - Parish Clerk/RFO

There was 10 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 7:31pm

Min No	Item	Action
<b>469.</b> 469.1 469.2	<b>To receive and approve apologies for absence</b> Cllr Aimee Parker – personal reasons Cllr Laura Hubbard – childcare issues	
<b>470.</b> 470.1 470.2 470.3	<b>Councillors Declarations of interest in items on the agenda</b> Lobbying – None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
<b>471.</b>	<b>Welcome by the Parish Council Chairman, Tina Clark</b>	
<b>472.</b> 472.1  472.2	<b>Reports from Representatives of Outside Bodies</b> Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies received due to attending another meeting.  Maidstone Borough Council – Ward Councillor – Gill Fort Innovation Centre – A state of the art service offices have been built and opened at the KIMS site. They specialise in medical technology and life sciences.  Boundary Commission – the ward map is still being reviewed however it is looking likely that Otham will join the Leeds ward. There are currently 55 Councillors and this will be reduced to 48.  Affordable Homes – new build properties are not affordable for local people and there are none available for renting. MBC want to acquire land or acquire houses from the new developments to ensure 1000 affordable houses are available. The housing will be under the ownership of MBC and rent will be set in accordance with the local rent allowance of £975 per month for a three bed property.  Call for sites – MP Helen Whately is speaking to the Government with regards to the high number of sites that have been allocated to Maidstone.  Ward Cluster Meeting – meeting looks at community safety and nuisance concerns in relation to Bearsted, Downward, Otham, Leeds and Broomfield and Kingswood and took place this month. Antisocial behaviour seems to have improved as a whole and is continuing to be tackled.  National Litter Pilot Scheme – ongoing however so far no one has been issued with a fine. There is some discussion regarding its success.	
<b>473.</b>	<b>To approve the minutes of the meeting of Broomfield &amp; Kingswood Parish Council Minutes of Parish Council Meeting held on 21 February 2022.</b> The above minutes were approved as a true copy and duly signed by Cllr Clark and Cllr Pink.	
<b>474.</b> 474.1	<b>Co-option of Stephen Lakin</b> To resolve to co-opt Stephen Lakin onto the Parish Council Cllrs unanimously resolved to co-opt Stephen Lakin onto the Council. Clerk to advise MBC accordingly.  <b>Signed</b> _____	<b>Clerk</b>

<b>475.</b>	<b>Planning Applications</b> The following Planning Applications were considered and resolved:	
475.1	Application Ref: 22/500665/FULL Proposal: Demolition of rear extension. Erection of front porch, single storey rear extension and extension to existing rear dormer with Juliet balcony. Address: Creg Ny Baa 21 Charlesford Avenue Kingswood Maidstone Kent ME17 3PE <b>Following due consideration, Cllrs had no objections to this application however raised concerns regarding the proximity of the extension to the boundary. Cllrs resolved to refer to MBC for decision.</b>	
475.2	Application Ref: 22/500801/FULL Proposal: Demolition of existing garage and erection of annexe ancillary to main dwelling. Address: The Nook Gravelly Bottom Road Kingswood Kent ME17 3PX <b>Following due consideration, Cllrs approved this application.</b>	
475.3	Application Ref: 22/500960/FULL Proposal: Conversion of integral garage to additional accommodation and erection of a new detached garage. Address: Silvani Gravelly Bottom Road Kingswood Kent ME17 3NX <b>Following due consideration, Cllrs approved this application.</b>	
<b>476.</b>	<b>Planning Outcomes (for report only)</b> Cllrs noted that MBC had determined the following planning applications:	
476.1	Application Ref: 21/506541/TPOA Proposal: TPO Application for 3 x Oak Trees (T1,T2, T3)-Raise crown to 7-8m and thin by 35% as shown on tree photos. Address: Oakside 22 Chestnut Drive Kingswood Maidstone Kent ME17 3PP <b>MBC Decision: Lesser Works (Trees) 17.02.2022</b>	
476.2	Application Ref: 22/500199/FULL Proposal: Erection of a single storey rear extension with bi-folding doors, and a first floor extension above existing garage, to provide a new bedroom to first floor. Address: 6 Tall Trees Close Kingswood Maidstone Kent ME17 3PT <b>MBC Decision: Application Permitted 15.03.2022</b>	
<b>477.</b>	<b>Actions &amp; Outcomes (for report only)</b> Cllrs discussed outstanding actions and all are progressing. Some actions are due to be discussed this evening.	
<b>478.</b>	<b>Finances and Payment of Accounts</b>	
478.1	Bank reconciliation January 2022 and February 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. January 2022 signed by Cllr Davies and February 2022 signed by Cllr Clarke.	
478.2	Responsible Finance Officer's report February 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Davies. RFO informed Cllrs of an increase in price of the O2 tariffs in line with RPI. Cllrs resolved to accept this.	
478.3	To approve the schedule of payments for March 2022 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Davies and Cllr Pink.	
478.4	To ratify payments already made in February 2022 This was circulated to Cllrs prior to the meeting and Cllrs resolved to ratify the payments made. Signed by Cllr Pink and Cllr Davies.	
478.5	Reconciliation of invoices against cheques and ledger for February 2022 Councillors reconciled the invoices against the ledger and Cllr Clarke and Cllr Lakin initialled the invoices and ledger accordingly.	
478.6	To consider performance against the 2021/22 budget Cllrs noted the performance against the 2021/22 budget.	
478.7	To resolve to accept the quote for grass maintenance in the Parish Cllrs discussed quotation, Cllr Pink advised he was unable to obtain two further quotations due to the job being 'too small' for companies to quote on. Cllrs resolved to accept the quotation from Steven Waring. Clerk to action accordingly. <b>Signed</b> _____	<b>Clerk</b>

<b>479.</b>	<b>Sports Field</b>	
479.1	Review of the month's Sports Field Inspection Sheets. Cllrs reviewed and no new action required. Cllrs noted comments regarding damage to the new height barrier sign, motorbikes on the Sports Field, dog mess on play equipment and a loose kerb stone.	
479.2	To discuss the opening and closing of the Sports Field gates and resolve whether to accept quotation for sign. Cllrs discussed and resolved that as we have lost a volunteer the sign should not be ordered until volunteers are in place. Clerk to advertise for volunteers to open and close the Sports Field gates at set times.	<b>Clerk</b>
479.3	To consider correspondence received in relation to the coppicing of trees. Cllrs considered, Clerk to confirm if woodland in question is ancient woodland and if it can be coppiced.	<b>Clerk</b>
<b>480.</b>	<b>Policing</b>	
481.1	Crime Figures On Thursday 24th of February around 21:35 in Chartway Street. Somebody threw a object at car driving down the road. Crime Report No. 46/36225/22 - Posted 27/02/2022	
481.2	On Saturday 5th of March around 04:12 in Ashford Drive. Somebody damaged a garage at a residential property. Crime Report No. 46/42000/22 - Posted 06/03/2022	
<b>482.</b>	<b>Staff Committee</b>	
482.1	To ratify decision regarding RFO and Parish Clerk position. Cllr Davies advised Cllrs of decisions. Parish Clerk will now also complete RFO role however it is to be kept as two individual roles and will be reviewed in May 2022.	
482.2	To discuss and resolve whether to adopt correspondence in relation to National Salary Award 2021-2022. Cllrs discussed and resolved to adopt National Salary Award 2021-2022. Clerk to action accordingly as per correspondence received.	<b>Clerk</b>
<b>483.</b>	<b>To resolve to adopt the Parish Council Action Plan for 2022</b> After due consideration Cllrs resolved to adopt the Parish Council Action Plan for 2022.	
<b>484.</b>	<b>To discuss and resolve dates for the Annual Parish Meeting and Annual Parish Council Meeting</b> Cllrs discussed and resolved that the Annual Parish Council Meeting will be held on Monday 16 <sup>th</sup> of May 2022. Dates discussed and Clerk to confirm available dates for Annual Parish Meeting.	<b>AMENDMENT</b>  <b>Clerk</b>
<b>485.</b>	<b>The Queens Platinum Jubilee 2022</b>	
485.1	To receive an update and discuss The Queens Platinum Jubilee event arrangements Cllr Clark and Clerk provided update. Advert has been published in the Spring Parish News.	
485.2	To discuss 'Plant a Tree for the Jubilee' Further correspondence received from The Queens Canopy (QGC). Cllrs resolved that a tree should be purchased and placed in the Sports Field to mark the occasion. <b>Chris Wallace from Kingswood Fencing kindly offered to purchase and plant the tree. Clerk to look into tree options and liaise with Chris Wallace.</b>	<b>AMENDMENT</b> <b>Clerk</b>
<b>486.</b>	<b>Tom Hoy Community Award 2022</b>	
486.1	To announce the nominations and the winner of the Tom Hoy Award Community Award 2022. Clerk thanked everyone who took the time to nominate and is delighted to announce that the Kingswood Local Convenience Store, NISA are the winners for the second time in a row of the Tom Hoy Award 2022!  Cllrs send their congratulations to the winner and also to all of the nominees who are listed below. Tracy Golding Paul Beaney Aimee Parker Tina Clark Praba Claire Jones Roy Royer Alicia from Zero Waste on Wheels The Broomfield and Kingswood Village Hall Committee <b>Signed</b> _____	

	Cllrs extend their thanks to everyone who put in a nomination and a presentation will take place at the Annual Parish Meeting in May.																												
<b>487.</b> 487.1	<b>To consider ways the Parish Council can assist with the Ukraine crisis</b> Cllrs discussed and resolved to inform residents of ways that they can help via email and social media. Clerk to action accordingly. Cllrs also want to encourage residents who have ideas of ways they can help or active projects to contact the Parish Clerk so that Cllrs can promote and assist in any way they can.	<b>Clerk</b>																											
<b>488.</b> 488.1	<b>To receive an update on the Community Building project</b> Cllrs resolved that a committee meeting will take place before the next meeting in April so that this project can be moved forward. Cllr Lakin agreed to join the Community Building Project Committee.	<b>Cllrs</b>																											
<b>489.</b>	<b>Residents' concerns</b> To consider and resolve what if any action to be taken in respect of: Broomfield Road – Cllrs received correspondence relating to an incident along Broomfield Road due to traffic issues. Cllrs resolved that this incident should be reported as antisocial behaviour. Cllrs ask residents to be mindful that it is a single track road in places, passing places are limited along Broomfield Road and care should be taken. Anti-Social Behaviour Motorbikes continue to be an issue at the sports field. Cllrs urge residents to continue to report this on 101 or online via the live chat or reporting tools <a href="https://www.kent.police.uk/ro/report/">https://www.kent.police.uk/ro/report/</a> The planters around the village have had plants stolen from them. Please can Cllrs remind residents that these are placed there for the community to enjoy, it costs money to replace these plants.																												
<b>490.</b>	<b>Any other information</b> Speedwatch - The data so far for March is as follows <table border="1" data-bbox="240 958 956 1236"> <tr> <th>Details</th><th>This month</th><th>Year to date *</th></tr> <tr> <td>No of Sessions</td><td>8</td><td>13</td></tr> <tr> <td>Total time</td><td>8hours</td><td>12 hours</td></tr> <tr> <td>Total volunteer hours</td><td>19 hours</td><td>35.5 hours</td></tr> <tr> <td>No of First offenders</td><td>24</td><td>37</td></tr> <tr> <td>No of Second Offenders</td><td>0</td><td>0</td></tr> <tr> <td>No of third offenders</td><td>0</td><td>0</td></tr> <tr> <td>Max Speed</td><td>42</td><td>48 (2 vehicles)</td></tr> <tr> <td>Average Speed</td><td></td><td>37mph</td></tr> </table> *from 10 <sup>th</sup> Feb 2022  Cluster Meeting – Clerk provided feedback from recent meeting.  Potholes Ashford Drive – Clerk reported the potholes that have appeared on Ashford Drive and received the following response from The Highways Department - Thank you for your enquiry regarding the road surface on Ashford Drive, Kingswood. I have been to site today and the few potholes there are currently 30mm deep which is not within our intervention criteria of 50mm deep. The roads are inspected routinely, so if these do worsen, they will be picked up on inspection and action will be taken for repairs.  Litter Pick – a date will be set for a village litter pick in May. Watch this space!  Additional Planning Application for discussion Cllrs were advised of two additional planning applications/matters (as below) that need to be discussed subsequent the publication of the agenda for the meeting and the response submission date being prior to the April Parish Council meeting date.  Although the application is in the parish of Ulcombe it will affect Broomfield and Kingswood residents and should be discussed accordingly... Application Ref: 22/500705/FULL Proposal: Demolition of existing bungalow and erection of 6no. wooden lodges with associated fencing, hardstanding, roads and footpaths for gypsy/traveller occupation. Address: Woodview Lenham Road Kingswood Kent ME17 1LU <b>Following due consideration, Cllrs objected to this application.</b>   <p style="text-align: right;"><b>Signed</b> _____</p>	Details	This month	Year to date *	No of Sessions	8	13	Total time	8hours	12 hours	Total volunteer hours	19 hours	35.5 hours	No of First offenders	24	37	No of Second Offenders	0	0	No of third offenders	0	0	Max Speed	42	48 (2 vehicles)	Average Speed		37mph	
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	<p>Email response received from the planning department in relation to previous comments by Cllrs. Cllrs to confirm if they still wish this application to be sent to the planning committee following the response received.</p> <p>Application Ref: 22/500127/FULL</p> <p>Proposal: Change of use of land for the siting of 3no. holiday let lodges.</p> <p>Address: Oakdale Pitt Road Kingswood Maidstone Kent ME17 3NR</p> <p><b>Following due consideration, Cllrs want to express their disappointment that the Forestry Commission will not be following up with regards to the historic tree felling. Councillors also want it to be noted that means of fire service access should be given great consideration in relation to this application. Perhaps a visit from the fire brigade should be requested especially in relation to pressure and flow of water. Cllrs resolved that the application should not be sent back to the planning committee.</b></p>	
467.	<p><b>Items for next agenda</b></p> <p>To consider correspondence received in relation to the coppicing of trees.</p> <p>To discuss and resolve date of the Annual Parish Meeting</p> <p>To receive an update on the Community Building project</p> <p>To set a date for the village litter pick in May 2022.</p> <p>Ratification of decision re planning application reference 22/500705/FULL and 22/500127/FULL</p>	
468.	<p><b>Parish Council Meetings</b></p> <p><b>The next meeting of the Parish Council is scheduled for Monday 25 April 2022. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</b></p> <p><b>There was no further business, Cllr Clark closed the meeting at 9.29pm</b></p> <p style="text-align: right;"><b>Signed _____</b></p>	