



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the meeting of the Parish Council held virtually via Zoom
on Monday 15 June 2020

Present: Cllr Tina Clark (Chair); Cllr Laura Hubbard; Cllr Tom Hoy; Cllr Gareth Davies; Cllr Janet Tandy; Cllr Chris Pink; Cllr Ken Pattison (7)

Pam Bower - Clerk

There was one member 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 19:20

| Min No | Item | Action |
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| | Farming traffic along Chartway Street and Lenham Road Cllrs were advised that whilst Street Farm does have tractors that travel along Chartway Street, they are not the high sided tractors and the drivers are well trained. In addition, the farm traffic from Winterwoods is not significant. In terms of the law, the tractors that are causing the damage are not acting illegally although the speed they are driven at is not commensurate with the size of the road. | |
| 20 | To receive and approve apologies for absence Apologies were received and approved for: Jo Gosden, RFO – maternity leave Cllr Aimee Parker – family commitments | |
| 21 | Councillors Declarations of interest in items on the agenda 21.1 Lobbying – None 21.2 Personal Interest – Cllr Pink re Item 4.1 21.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None | |
| 22 | Reports from Representatives of Outside Bodies 22.1 Kent County Council – County Councillor – Maidstone Rural East – Shellina – Prendergast – apologies received. 22.2 Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Maidstone High Street has reopened. Woodcut Farm on the Ashford Road has been sold to a developer. Maidstone Borough Council has written to the Secretary of State again regarding the Local Plan and the letter originally sent in Jan 2020, which was apparently not received, resent. Maidstone Borough Council's Committees are meeting again. | |
| 23 | Planning Applications The following Planning Application to be considered and resolved: 23.1 Application: 20/502184/FULL Proposal: Erection of a two-storey front extension Location: Dandenong 84 Charlesford Avenue Kingswood Maidstone Kent. <p style="text-align: right;">APPROVED</p> Following due consideration, Councillors approved this application <p style="text-align: right;">Signed _____</p> | |

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| 23.2 | Councillors noted the following applications: Application: 20/502298/LAWPRO Proposal: Lawful Development Certificate for a proposed single storey rear extension. Location: 1 Upper Street Cottages Upper Street Broomfield Maidstone Kent | |
| 23.3 | Application: 20/502163/SUB Proposal: Submission of Details to Discharge Condition 2 (Materials) Condition 4 (Biodiversity Method Statement) and Condition 5 (Contamination) Subject to 20/500416/FULL Location: The Homestead Gravelly Bottom Road Kingswood Kent ME17 8NX | |
| 24. | Planning Outcomes (for report only) Councillors noted that the following applications have been approved by MBC: | |
| 24.1 | Application: 20/500278/FULL Proposal: Create a 100m2 pond with shallow, sloping sides and maximum depth of 2m, using spoil to create banks, especially on downward slope. Replace fencing (removed for access). Location: Land East of Broomfield Road, Leeds Castle, Broomfield, Maidstone, Kent ME17 1PL MBC Approved this on 14.05.20 | |
| 24.2 | Applications: 20/501569/LBC and 20/501568/FULL Proposals: Erection of single storey rear extension with internal and external alterations Location: Park Barn Farm House, Park Barn Road, Broomfield, Maidstone, Kent, ME17 1PN MBC Approved this on 28.05.20 | |
| 25. | To approve the minutes of the meetings of Broomfield & Kingswood Parish Council | |
| 25.1 | Minutes of Parish Council Meeting held on 20 April 2020 The above minutes were approved. Councillors resolved that as this meeting was a virtual one, the minutes could be signed as a true record by Cllr Clark outside of the meeting. | Cllr Clark |
| <i>Meeting closed at 19:49 and restarted at 20:01</i> | | |
| 26. | Actions & Outcomes (for report only) Councillors noted that most actions are either complete or on hold. Action 17.11 – Cllr Clark advised that she had heard from Mike Fitzgerald who has advised that there will be a meeting regarding these pilots once life returns to some sort of normality. It is being requested that the pilot is re-launched when the time is right and extended for a full year. | |
| 27. | Finances and Payment of Accounts - RFO | |
| 27.1 | Bank reconciliation – May 2020 This was circulated to Councillors prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Councillors resolved that the documents could be signed by a Councillor and the Clerk outside of the meeting. | Cllr/Clerk |
| 27.2 | Responsible Finance Officer's report May 2020 This was circulated to Councillors prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Councillors resolved that the documents could be signed by two Councillor outside of the meeting. | Cllr/Clerk |
| 27.3 | To approve accounts for payment & ratify payments already made in May 2020 Councillors resolved to approve the accounts for payment & ratified payments already made in March and April 2020. It was resolved that as approval of accounts for payment takes place under Item 27.4, this item should be amended to say 'To ratify payments already made' at future meetings. Signed _____ | |

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| 27.4 | To approve the schedule of payments for June 2020 This was circulated to Councillors prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Councillors resolved that the documents could be signed by two Councillor outside of the meeting. | Cllr/Clerk |
| 27.5 | Reconciliation of invoices against cheques and ledger for March 2020 and April 2020 As the meeting was a virtual one, Councillors resolved that the invoices could be reconciled against the ledger and the invoices and ledger initialled accordingly by a Councillor outside of the meeting. | Cllr/Clerk |
| 27.6 | To consider the final performance against the 2020/21 budget Councillors noted the performance against the 2020/21 budget | |
| 27.7 | To resolve what is needed regarding the grass cutting at Broomfield Green Whilst the internal auditor had suggested that a letter be sent to Brian Hardy with a specific job/price agreement, Cllrs resolved that, as resolved at the Sept 2019 Parish Council meeting, the Parish Council would pay 50% of all future bills rather than alternate ones. Clerk to write to Brian Hardy. | Clerk |
| 27.8 | To resolve the amount to be invoiced for the lease of the land by the Scout Group Following discussion Councillors agreed to keep the rent at £52/annum. Clerk to invoice the Scout Group. | Clerk |
| 27.9 | To resolve the amount to be invoiced for the rent of the land by the two houses in Tall Trees Close Following discussion Cllrs agreed that the rent should be increased to £128.92 in accordance with the RPI increase. Clerk to invoice accordingly. | Clerk |
| 28. | Policing | |
| 28.1 | Crime Figures There are still no crime figures to report. Within the village: <ul style="list-style-type: none"> youths have been seen climbing over the play equipment in the play area and on the roof of the scout hut and throwing things at other users of the field. Cllrs resolved that the Clerk should alert the Scouts. A car parked in Whitelhall Drive had eggs smashed against it. A resident had raised concerns that the field on the left side as you enter the woods in Whitehall drive might be being cleared for a scramble track. The PCSO had talked to the owner who had advised he was only clearing the field that had become severely overgrown. | Clerk |
| 29. | Boxing Club | |
| 29.1 | To receive an update on hosting a boxing club in the village. Councillors were advised that boxing club will definitely take place at Kingswood Primary School 5.30-6.30 on a Friday evening. Cllr Pattison agreed to lead on this, and a Zoom meeting is being set up to finalise the details. | |
| 30. | Sports Field | |
| 30.1 | TreeCycle Annual Inspection Report To consider the annual sports field tree inspection report and to resolve if the remedial recommended action should take place. Following discussion Councillors resolved that the work suggested should be undertaken. Clerk to contact Tree Cycle. | Clerk |
| 30.2 | Play Area Annual Inspection Report To consider the action that needs to be taken following the annual inspection of the Sports Field Play Area Following discussion Cllrs resolved that the work needed to be undertaken. Clerk to discuss with the Village Handyman and speak to Maria Cook re who installed the items. | Clerk |
| 30.3 | Permissive Footpath To resolve if the yearly cut back of the permissive footpath should take place | |
| Signed _____ | | |

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| | Councillors agreed that this does not need doing at the moment but should come back to the August Parish Council meeting for further discussion. Clerk to advise the Village Handyman accordingly. | Clerk |
| 30.4 | Teenage shelter To resolve when and by what means the ground should be made good under the teenage shelter Councillor considered the options presented and resolved to proceed with the easy grid map and the pea shingle. Clerk to advise accordingly. | Clerk |
| 30.5 | Red Poppy Seeds To resolve if some red poppy seeds should be scattered around the WW1 benches and other places around the village Councillors resolved that the red poppy seeds should be sprinkled behind the WW1 Benches in the Sports field, by the Peter Pease Memorial and by the Finger post. Clerk to advise accordingly. | Clerk |
| 31. | Lanyards | |
| 31.1 | To resolve to purchase lanyards for Councillors and staff Following discussion, Councillors resolved that lanyards should be purchased. Cllr Pattison to let the Clerk have the details for ordering. | Cllr Pattison/Clerk |
| 32. | Rubbish Bins | |
| 32.1 | To resolve to purchase extra rubbish bins and where they should be placed. Following discussion and subject to approval by KCC Highways, Councillors resolved that 3 bins be purchased and placed at the junction of Ashford Drive and Broomfield Road, by the Finger Post and at the entrance to the woods to the left of Broomfield Road. Clerk to action once permission is received from MBC | Clerk |
| 33. | Damage to verges on the Lenham Road | |
| 33.1 | Councillors considered the draft response provided by the Chair and resolved that Cllr Davies should review it prior to it being sent. Clerk to also send letter to Church Farm, Ulcombe Hill, Ulcombe, Maidstone, Kent, ME17 1DN. | Cllr Davies Clerk |
| 34 | Any other information | |
| 34.1 | Disabled Swing in Play Area Cllr Parker had suggested that it would be beneficial to have a swing in the play area that could be used by disabled children. Following discussion Councillors agreed that the Clerk should investigate this. It was suggested that contact might need to be made with KCC's Disability Officer. Cllr Pink to supply contact details to the Clerk. It was suggested that a Councillor should become a Disability Champion for the Parish Council. Cllr Pattison agreed to be this. | Clerk Cllr Pink Cllr Pattison |
| 34.2 | Biographies for the new website The Clerk requested that all Councillors provide a biography for the new website | All Cllrs |
| 34.3 | Kids in play area This is duplication of Item 28.1. | |
| 34.4 | Village Shop Parish Councillors formally thanked the village shop for all their supportive work during lockdown. | |
| 34.5 | Peter Pease Close and Orbit Housing A request was made for a Councillor to take the lead on matters relating to Peter Pease Close. Cllr Pattison agreed to do this. | Cllr Pattison |
| 34.6 | Minutes of the Extraordinary Parish Council Meeting, 09.06.20 The above minutes were approved. Councillors agreed that as this meeting was a virtual one, the minutes could be signed as a true record by Cllr Clark outside of the meeting. This decision to be ratified at the next Parish Council meeting. | Cllr Clark/Clerk |
| Signed _____ | | |

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| 34.7 | Air Ambulance request for a grant Councillors considered the request from the Air Ambulance for a grant and resolved that £250 should be awarded. Clerk to action. | Clerk |
| 35. | Items for next agenda <ul style="list-style-type: none"> • Ratification of decision to approve minutes of the Extraordinary Parish Council Meeting, 09.06.20 • AGAR | Clerk |
| 36. | Parish Council Meetings The next meeting of the Parish Council will be on Monday 20 July. If the lock down is still in place, this meeting will take place virtually via the Zoom Application. If the lock down has been lifted, the meeting will take place at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15 There was no further business, Cllr Clark closed the meeting at 20:58 <p style="text-align: right;">Signed_____</p> | |