



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 August 2023

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman),
Cllr Malcolm Clarke, Cllr Chris Pink, Cllr Daren Moss and Cllr Jon Whitcombe

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
892.	To receive and approve apologies for absence Cllr Simon Pearce – work commitments	
893. 893.1 893.2 893.3	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) - None	
894.	Welcome by the Parish Council Chairman, Cllr Tina Clark	
895. 895.1 895.2	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort – not present Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast Apologies sent however below report received. Dear All, I thought I would share with you the latest edition of the e-newsletter that goes out to Kent residents and businesses who have subscribed to receive this directly into their inbox - https://mailchi.mp/kent.gov.uk/newsletter-edition-67 The challenges facing Kent County Council – indeed local government nationally – are well documented and there are undoubtedly some very difficult decisions to be made in the coming months. Ahead of this, there are a number of key consultation taking place – all detailed in the newsletter – and capturing the thoughts of residents on how we prioritise resources is a key part of that decision making process and your help in raising awareness of the various consultations would be very helpful. There will undoubtedly be more consultations in the pipeline and I will do my best to update you on these at the right time. Alternatively, you might want to register on the Lets Talk Kent website and receive these directly via email - https://letstalk.kent.gov.uk/ Some of you will be aware that I have used my KCC member grant to support the purchase/provision of defibrillators across various parishes and am really keen to ensure that all our communities have these readily available – they really do save lives. I have recently become aware that the Department of Health and Social Care is inviting interested organisations to register expressions of interest for its £1 million Community Automated External Defibrillators (AED) Fund, aimed at increasing the number of AEDs in public places where they are most needed and help save lives. As part of the grant award, applicants will be asked to demonstrate that defibrillators will be placed in areas where they are most needed, such as places with high footfall, vulnerable people, rural areas, or due to the nature of activity at the site. Examples could include village halls, community centres, local shops, post offices and local parks/recreation ground, to ensure that defibrillators are evenly spread throughout communities and easily accessible if someone is experiencing an unexpected cardiac arrest. An estimated 1,000 new defibrillators are to be provided by the fund, with the potential for this to double as successful applicants will be asked to match the funding they receive partially or fully. If you or any organisations within the parishes are interested, expressions of interest can be made here: https://forms.office.com/pages/responsepage.aspx?id=MIwnYaiRMUyMH-9N6Jc6HLfy1IJ-IPFFotCZIB4mEYIUQ1VUWU9ISjI4MjNTVzIPWfK1SDQ2SzhRSi4u&web=1&wdLOR=c7D105139-80CB-4C2F-B9F6-3E7FFF7FD2CD I hope the above is of some help but please do let me know if there is anything you require any further information on or if there are other matters that I can assist with. With best wishes Shellina.	

Signed _____

896.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 17th July 2023 The above minutes were approved as a true copy and duly signed by Cllr Davies.	
897.	Planning Applications There were no Planning Application to be considered and resolved this month.	
898.	Planning Outcomes (for report only) Three applications have been decided since the last PC meet: 898.1 Application Ref: 23/501861/FULL Address: The Finches Caravan And Camping Site, Proposal: Use of land for stationing of 7(no) holiday static mobiles, including retention of 2(no) existing holiday static mobiles. (Resubmission of 22/504148/FULL). MBC Decision: Application permitted 17.07.23 898.2 Application Ref: 23/502299/FULL Address: Fairleigh Chartway Street Sutton Valence Maidstone Kent ME17 3HZ Proposal: Extensions and alterations including the erection of a part two storey part first floor side, single storey rear extension and front porch including extending parking area and changes to fenestration. MBC Decision: Application refused 17.07.23 898.3 Application Ref: 23/502198/FULL Address: Kwana Cross Drive Kingswood Maidstone Kent ME17 3NP Proposal: Erection of 1no. residential dwelling, including access drive, parking and external paving. MBC Decision: Application refused 10.08.23	
899.	Actions & Outcomes (for report only) Cllrs reviewed and discussed actions and outcomes. Cllrs noted the following... 899.1 - Basket Swing repair was completed on 23/08/2023 899.2 - Permissive footpath clearance was completed on 18/08/2023 899.3 - Old smaller sized goal posts to be removed and new ones to be installed on the 28/09/2023. 899.4 - Pressure washing of basketball equipment being booked in now hosepipe ban lifted. 899.5 - Broomfield Green noticeboard cork repaired. 899.6 - Nuisance bike sign – Clerk to arrange movement of existing signs to see if this improves the issue before money is spent on any new signage.	
900.	Finances and Payment of Accounts 900.1 Bank reconciliation July 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO. 900.2 Responsible Finance Officer's report July 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Whitcombe. 900.3 To approve the schedule of payments for August 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and Cllr Moss. 900.4 To ratify payments already made in July 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Whitcombe. 900.5 Reconciliation of invoices against cheques and ledger for July 2023 Councillors reconciled the invoices against the ledger and Cllr Clarke initialled the invoices and ledger accordingly. 900.6 To consider performance against the 2023/24 budget Cllrs considered the budget performance for 2023/24 so far. 900.7 Cllr Whitcombe to sign form to add Cllr as signatories on the UTB bank account Cllr Whitcombe signed the form. Clerk to submit to UTB. 900.8 To discuss Orbtalk price increase Cllrs discussed and resolved to proceed with price increase. Clerk to action accordingly.	Clerk Clerk
901.	Sports Field 901.1 Review of the month's Sports Field Inspection Sheets Clerk advised that the wet pour around the roundabout is crumbling however there are no holes/uneven areas present. Cllrs resolved to continue to monitor this. Clerk advised that the container and some equipment at the sports field had been tampered with. No damage visible and all parties informed. Signed _____	

901.2	To discuss damaged picnic bench, consider quotations and resolve how to proceed Cllrs discussed and resolved to accept quotation of £279 for a replacement bench top. Clerk to arrange accordingly.	Clerk
901.3	To review CCTV equipment and resolve whether to upgrade Cllrs discussed CCTV equipment and resolved that although it is working it does require an upgrade. Cllr Pink to arrange site visits and quotations so that this can be discussed in greater detail.	Cllr Pink
901.4	To discuss car park and wooden bollards and resolve how to proceed Cllrs discussed and resolved that the wooden bollards are deteriorating and the car park is often quite full. The car park has the potential to be extended slightly however Cllrs do not want to encroach too much on the Sports Field as it is well used. Cllrs resolved that this requires more thought and discussion.	
901.5	To discuss quotations for work following Annual Playground Inspection and resolve to accept one Cllrs discussed all three quotations and resolved to go ahead with Sovereign Plays quotation for £3,907.03 plus VAT. The quotation is in relation to rubber mulch surfacing that is required around three items as per the annual inspection recommendations and the funds will be taken from the general reserves. Clerk to action accordingly.	Clerk
901.6	To discuss whether to proceed with play area rolling repeat inspection service Cllrs discussed and resolved to proceed with the rolling repeat inspection service at this year's price of £138 plus VAT. Clerk to action accordingly.	Clerk
902.	Policing Crime Figures Nothing showing as reported since the last meeting in July.	
903. 903.1 903.2 903.3 903.4 903.5 903.6 903.7 903.8 903.9	To review and approve the following policies; Grant Awards Policy 2023 Grant Funding Application Form 2023 Health and Safety Policy 2023 Lone Working Policy 2023 Reserve Policy 2023 Terms of Reference for Parish Council Working Groups 2023 Work Station Health and Safety Check 2023 Performance Management and Staff Development Policy 2023 Freedom of Information Act 2000 – Publication Scheme 2023 Cllrs considered all items 903.1 – 903.9 and resolved to approve and adopt them. All policies signed or initialled by Cllr Clark.	
904.	To receive information in relation to RRT charity and discuss Presentation given by Rapid Relief Team charity representative. More information can be found by visiting the following website https://rrtglobal.org/gb/ Cllrs resolved that although there is no need at present for the charities services they will keep RRT's details for any future need. Cllrs also resolved to put details on the Parish Council website so that residents have access to the information and the charity. Clerk to action.	Clerk
905.	To consider and resolve if Parish Clerk should attend the KALC Clerks Conference 2023 and KALC Annual Finance Conference 2023 Cllrs considered and resolved that the Parish Clerk should attend both conferences due to updates and networking that is important for the role and the parish. Clerk to book both conferences.	Clerk
906.	To receive an update on the Joint Village Hall Project Nothing new to report, await another meeting which has been delayed due to holidays and sickness from both parties. Cllr Clark to make contact to try and move project forward.	Cllr Clark
907.	To receive an update on the SEW Leeds six month road closure Cllr Clark and Clerk discussed the SEW and Highways meeting held on the 8th of August. There are concerns around Chegworth Road in relation to congestion, HGVs/large vehicles and visibility near the Wents Service Station junction. It was also asked that SEW and Highways consider opening Duck Pond Road. These concerns were raised with SEW and the outcome of the meeting can be found by using the following link... https://cdn.southeastwater.co.uk/SewHousehold/engineering_schemes/FINAL-TM_review_following_8_August_community_meeting.pdf The next public meeting being held by SEW and Highways is on Thursday 14th September at 6:00pm at St Nicholas Church, Leeds, Maidstone, ME17 1RL. Cllrs would urge those with concerns and issues to attend and raise these directly with SEW and Highways. There will be representatives from Broomfield and Kingswood Parish Council present. <div style="text-align: right;">Signed _____</div>	

908.	Ratification of decision for Headcorn FC to have a metal container placed at the Sports Field Cllrs ratified decision for Headcorn FC to place a metal container at the Sports Field. Container to be painted green.	
909.	To discuss Microsoft 365 software for laptops Cllrs discussed and Cllr Pink made a recommendation that the software is not required. Cllrs resolved not to proceed with the purchase of Microsoft 365 for Cllrs as there are alternative free options available.	
910.	To discuss the purchase of Silent Tommy Statues Cllrs discussed and resolved to purchase two 5ft Silent Tommy Statues with the words 'Lest We Forget' and 'We Remember'. £350 for the pair - £243 to be funded by donation from Community Poppy Project 2022. One statue to be placed at the Kingswood sign and one to be placed at the Broomfield sign. Clerk to arrange.	Clerk
911.	To consider correspondence from Hugo Fox and resolve how to proceed Cllrs considered and resolved to proceed with bronze package (£9.99 per month). A website is a necessity for the Parish Council. Cllrs resolved to review at a later date and make a decision re the possibility of building a new website. Advert to be placed in the next issue of the Parish News for a local website developer. Clerk to action accordingly.	Clerk
912.	To discuss correspondence in relation to Christmas Lights at Leeds Castle competition and resolve how to proceed Cllrs discussed and resolved that due to concerns around data collection this is not something the Parish Council would be involved in.	
913.	To receive nominations of charities to support as per Parish News article and resolve how to proceed Nominations received from residents in relation to the article in the Summer Parish News. Any donations received from Parish Council events (for example the Pop Up Café) will be donated to a specific charity, to confirm this is not precept money. Cllrs resolved to take the list of nominated charities to the next Pop Up Café on the 31 st of August and ask attendees to vote for a charity, the charity with the most nominations will receive donations for the year 2023/24. Clerk to action accordingly.	Clerk
914.	To make a decision about the Love Where You Live Grant spending Cllrs discussed. Clerk and Cllr Moss to meet with Martin re placement of bee/insect, bird and bat boxes at the Sports Field.	Cllr Moss Clerk
915.	Residents' concerns To consider and resolve what if any action to be taken in respect of: Stone wall at Broomfield Church – resident concerned the stone wall on the Broomfield sign side of the entrance now requires repair. Clerk to look into. Road closures due to Leeds closure – see item 907.	Clerk
916.	Any other information Pop Up Café dates – 31 st August and 26 th October Litter pick – Cllrs want to thank those that attended the village litter pick on Sunday 13 th August which concentrated on Duck Pond Road and Broomfield Road. The next litter pick is being held on Sunday 24 th September – meet at the Scout Hut for 10am. All welcome, litter pickers, bags etc provided and there is tea/coffee and cake afterwards! First Aid Course – this has now been booked for the 14 th of October, details to be sent to residents shortly in relation to how to confirm a place. This will be on a first come first served basis at a cost of £10.	
890.	Items for next agenda To receive an update on the Joint Village Hall Project To receive an update on site visits and quotations for CCTV at The Sports Field To discuss BBQ stations at the Sports Field	
891.	Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 18th of September 2023. The meeting 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 9.47pm Signed _____	

