



Broomfield and Kingswood Parish Council

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Public Notice of a Meeting of the Parish Council

To: All Councillors

You are hereby summonsed to attend a meeting of the Broomfield and Kingswood Parish Council to be held at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX on Monday 19 June 2023 at 7.30pm.

To: All Residents

Members of the public are welcome to join.

Dated: 13th June 2023

Signed: **Hayley Roberts**, Parish Clerk

A G E N D A

Chairman's Announcement: *Whilst it is permitted to record this meeting any person, Councillor or member of the public, wishing to do so is obliged to notify the meeting, before commencement of their intention to do so.*

Public Forum – *The Chairman welcomes members of the public and invites them to speak prior to the start of the Meeting, relating to the Agenda or local issues, (to a maximum of fifteen minutes and three minutes per speaker). You are requested to state your name and address prior to speaking.*

No	Item
1.	To receive and approve apologies for absence
2.	Councillors Declarations of interest in items on the agenda
2.1	Lobbying
2.2	Personal Interest
2.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
3.	Co-Option of Councillors
4.	Reports from Representatives of Outside Bodies
4.1	Maidstone Borough Council – Ward Councillor – Gill Fort
5.	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 15th May 2023
6.	Planning Applications The following Planning Application to be considered and resolved:
6.1	Application Ref: 23/502299/FULL 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. Address: Fairleigh Chartway Street Sutton Valence Maidstone Kent ME17 3HZ
6.2	Application Ref: 23/502198/FULL Proposal: Erection of 1no. residential dwelling, including access drive, parking and external paving. Address: Kwana Cross Drive Kingswood Maidstone Kent ME17 3NP
7.	Planning Outcomes (for report only)
8.	Actions & Outcomes (for report only)
9.	To review the effectiveness of the system of Internal Control
10.	Approval of Annual Governance and Accountability Return (AGAR)
10.1	To review and note the Annual Internal Audit Report dated 23 May 2023
10.2	To approve the Annual Governance Statement for 2022-23, Section 1 of the AGAR for the year ending 31 March 2023.
10.3	To approve the Accounting Statements for 2022-23, Section 2 of the AGAR for the year ending 31 March 2023, the supporting Bank Reconciliation as at 31 March 2023 and the explanation of the significant variations from last year (2021-22) to this year (2022-23).

10.4	To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer and to approve the dates proposed.
11.	Finances and Payment of Accounts
11.1	Bank reconciliation May 2023
11.2	Responsible Finance Officer's report May 2023
11.3	To approve the schedule of payments for June 2023
11.4	To ratify payments already made in May 2023
11.5	Reconciliation of invoices against cheques and ledger for May 2023
11.6	To consider performance against the 2023/24 budget
12.	Sports Field
12.1	Review of the month's Sports Field Inspection Sheets
12.2	To discuss goal post quotations and resolve whether to purchase goal posts
12.3	To review the play area Annual Inspection Report and resolve how to address the recommendations
12.4	To consider and approve nuisance bike sign quotation
12.5	To review noticeboard quotations and resolve whether to proceed with the purchase of one noticeboard for the Sports Field
13.	Policing
13.1	PCSO update
13.2	Crime Figures
14.	To review and adopt Risk assessment risk matrix 2023
15.	To review and adopt General Data Protection Policy and Procedures Policy
16.	To consider software options for the Councillors laptops and resolve whether to purchase
17.	To discuss correspondence received in relation to the number 59 bus service and resolve what contribution should be made by Broomfield and Kingswood Parish Council to the running costs of the service
18.	To discuss First Aid Course for the Parish and resolve how to proceed
19.	To resolve how to proceed with purchase of two Silent Tommy Statues
20.	Maidstone Borough Council Love Where You Live Grant
20.1	To review and sign the Love Where You Live Grant Agreement
20.2	To resolve how to spend the grant of £400 for the purchasing and installing of bee and bird boxes and wildflower seeds to improve Broomfield and Kingswood
21.	To receive an update on the Joint Village Hall Project
22.	Residents' concerns
22.1	To consider and resolve what if any action to be taken in respect of: Road closures – Chartway Street and Leeds Village
23.	Any other information
24.	Items for next agenda
25.	Parish Council Meetings
	The next meeting of the Parish Council is scheduled for Monday 17th July 2023. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.