



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 17 August 2020

Present: Cllr Tina Clark (Chair); Cllr Laura Hubbard; Cllr Tom Hoy; Cllr Gareth Davies;
Cllr Chris Pink (4)

Pam Bower - Clerk

There was one member of the public present. His presentation was deferred until the September 2020 Parish Council meeting due to so many Councillors being unable to attend this meeting

There were no declarations of intent to record the meeting by Councillors or members of the public.

Cllr Clark opened the meeting at 19:18

Min No	Item	Action
55	To receive and approve apologies for absence Apologies were received and approved for: Jo Gosden, RFO – maternity leave Cllr Aimee Parker – family commitments Cllr Tom Hoy – unable to access internet Cllr Janet Tandy – family commitments Cllr Ken Pattison – personal reasons	
56	Councillors Declarations of interest in items on the agenda 56.1 Lobbying – None 56.2 Personal Interest – None 56.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
57	Reports from Representatives of Outside Bodies 57.1 Kent County Council – County Councillor – Maidstone Rural East – Shellina – Prendergast – apologies received. 57.2 Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> MBC held a Members evening to talk about the Local Plan Review. It appears that there will be 6000 new houses within the review period. The majority will be in or around the urban area, some of the large villages and there are 3 potential garden communities: Lenham, Marden and towards Sittingbourne. The Leeds area was looked at but in the absence of a Leeds Langley Relief Road this is likely to be put to one side. The Planners are reviewing all the site and are working through the evidence. The Local Plan Review will come to MBC's Strategy, Planning and Infrastructure Board in September and then will come out for consultation to Parishes in October. The Leeds Langley Relief Road was mentioned at the last Joint Transport meeting. As KCC have procrastinated for so long it will probably not get into MBC's Local Plan. Gill Fort has written to Roger Gough, the Leader of KCC and has received a response saying that he is unable to respond immediately due to C19. The Parish Council agreed to email Shellina Prendergast re this issue. Councillors will not meet now until September due to Annual Leave commitments. 	Clerk
58.	Preservation of ancient Woodlands – Patrik Garten As Mr Garten was unable to attend this item was deferred to the September Parish Signed	Clerk

	Council Meeting.	
59.	Food Outlet in the Sports Field – Barry Goodsell As so many Cllrs were absent from this meeting, Mr Goodsell agreed that this item should be deferred to the September Parish Council Meeting	Clerk
60. 60.1	Planning Applications The following Planning Application to be considered and resolved: Application: 20/502507/FULL Proposal: Coach and car park surfacing Location: Leeds Castle Ashford Road Hollingbourne Maidstone Kent ME17 1PL APPROVED Following due consideration, Councillors approved this application	
61.	Planning Outcomes (for report only) Councillors noted that the following application have been approved by MBC: Application: 20/502184/FULL Proposal: Erection of a two-storey front extension Location: Dandenong 84 Charlesford Avenue Kingswood Maidstone Kent MBC Approved this on 15.06.20 Councillors also noted that the Loxley House application number 20/502679/FULL had been withdrawn	
62. 62.1 62.2 62.3	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 20 July 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. Minutes of the Parish Council meeting held on 9 June 2020 The Clerk apologised for the omission of approval of these minutes on the agenda for the Parish Council meeting on 20.07.20. Councillors therefore approved these minutes in retrospect. 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. To resolve to amend the incorrect date of the minutes approved at the 15 June 2020 Parish Council meeting The Clerk apologised for the administration error that had occurred in the minutes of the Parish Council Meeting on 15 June 2020 which stated Councillors had approved the minutes of 20 April Parish Council meeting instead of that on 15 June. Councillors resolved that these mins be amended accordingly.	Cllr Clark Cllr Clark Clerk
63.	Actions & Outcomes (for report only) Councillors noted that most actions are either complete or on hold.	
64. 64.1 64.2 64.3	Finances and Payment of Accounts - RFO Bank reconciliation – July 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. Responsible Finance Officer's report July 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. To ratify payments already made in July 2020 Councillors resolved to approve the accounts for payment & ratified payments already made in March and April 2020. Signed	Cllr/Clerk Cllr/Clerk

64.4	To approve the schedule of payments for August 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
64.5	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
64.6	To consider the final performance against the 2020/21 budget Councillors noted the performance against the 2020/21 budget	
64.7	Approval of Annual Governance and Accountability Return (AGAR) I. The Internal Auditors Report, having previously been circulated to all Cllrs was unanimously received, accepted and comments noted. II. Section 1, The Annual Governance Statement for 2018/19 was approved. unanimously. III. Section 2, The Accounting Statement was approved unanimously. As the meeting was a virtual one, Councillors resolved that Section 1 and 2 be signed by the Chair, Cllr Clark and the Clerk outside of the meeting.	Cllr Clark/Clerk
64.8	To resolve the rate of pay for the Village Handyman from Sept 2020 Following discussion Councillors resolved that the hourly rate for the Village Handyman be increased to £20/hr. Councillors also requested that the Clerk write to the Village Handyman suggesting a daily and weekly rate that would ensure the Parish Council was obtaining maximum value for money.	Clerk
64.9	To resolve that the Clerk should continue to be a member of the SLCC Councillors resolved that the Clerk should continue to be a member of the SLCC.	
64.10	To ratify the decision to pay the KALC/NALC subscription for 2020/21 Councillors resolved to ratify the decision to pay the KALC/NALC subscription for 2020/21	
65.	Policing	
65.1	Crime Figures There are still no crime figures to report.	
66.	CCTV – Cllr Pink	
66.1	To consider quotes for replacing the CCTV in the Sports Field Cllr Pink advised that quotes are still being sort. Councillors were asked to consider: <ul style="list-style-type: none"> • whether any increase in car parking space might be required and this would affect where cables are laid. Councillors noted that cars have been parking outside the field recently as the play area is being extensively used. Following due consideration Councillors agreed that parking could be extended into the old climbing frame area • the need to dig a trench to put services into the Sports Field. After consideration, Councillors concluded that this would be the time for waste/water pipes to also be put into the sports field and then blocked off until required. If it were then decided that toilets, for example, should be put in the services would already be there. • The number of poles. Following consideration Councillors agreed that 2 poles might be required. <p>In terms of the CCTV itself Councillors resolved that this should be available for external viewing so that the Scout Hut was no longer needed to host the CCTV and 2 poles might be needed</p> <p>Cllr Pink was asked to continue to lead on this and take it forward.</p>	
67.	Single Track Sign, Broomfield Road	
67.1	To resolve which sign should be erected and that the work be undertaken by the Village Signed _____	

	<p>Handyman</p> <p>Councillors considered the information provided by the Clerk and resolved that the British Legion also be contacted about producing a suitable sign. Cllrs resolved that the fixings and poles be purchased from road-sign.uk. Cllrs agreed that a meeting should take place with the Leeds Castle Steward to ensure they are comfortable with where the sign will be placed.</p>	Clerk
68. 68.1	<p>Government's consultations on reform of the planning system</p> <p>To consider the 3 Government consultations on the reform to the planning system and formulate a response</p> <p>Following consideration Councillors resolved that it should be left for the Borough and County Council to respond. Clerk to ensure Gill Fort is aware.</p>	Clerk
69. 69.1	<p>Parish Council's Covid 19 Volunteer Scheme</p> <p>To consider this scheme moving forward</p> <p>Following consideration Councillors resolved that the scheme should continue for the foreseeable future but residents who are driving others to appointments etc should be reminded to wear face masks.</p>	Clerk
70. 70.1 70.2 70.3 70.4 70.5 70.6 70.7 70.8	<p>Any other information</p> <p>The Finches Caravan Park Planning Application</p> <p>Cllr Davies queried what had happened re the resident who had joined the last Parish Council meeting for this discussion. Cllrs were advised that they had made contact the next day and requested sight of the relevant minutes.</p> <p>New Rubbish Bins</p> <p>Cllr Davies expressed concerns that the new bins were quite light and could be moved. The Clerk was asked to contact the Village Handyman about remedying this.</p> <p>New Website</p> <p>The Clerk advised that this is due to go live on 1 September.</p> <p>Broomfield Green</p> <p>Councillors were advised that the low wall surrounding Broomfield Green is crumbling again. This to be an agenda item at the September Parish Council meeting.</p> <p>Boxing Advert</p> <p>Councillors considered this and requested that Cllr Pattison amend it. Clerk to advise accordingly.</p> <p>Speeding along the Lenham Road</p> <p>Councillors were advised that the Clerk had received an email from a resident concerned about excessive speeding along the 30mph stretch of the Lenham Road. The Clerk advised that she had forwarded the email to the PCSO who had responded suggesting the Community Speedwatch.uk be contacted. This to be an agenda item at the September Parish Council meeting.</p> <p>OneDrive</p> <p>Councillors were reminded to respond to the email sent to them regarding the OneDrive.</p> <p>Cllr Tandy</p> <p>Councillors were advised that Cllr Tandy has resigned, so the Parish Council is now short of 2 Councillors. Best wishes and thanks were extended to Cllr Tandy.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Pattison/Clerk</p> <p>Clerk</p> <p>Cllrs</p>
71.	<p>Items for next agenda</p> <ul style="list-style-type: none"> • Preservation of Ancient Woodlands – Patrik Garten • Food Outlet in the Sports Field – Barry Goodsell • Broomfield Green • Speeding along the Lenham Road <p>Signed _____</p>	Clerk

72.	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council will be on Monday 21 September 2020. If it is felt to be appropriate, the meeting will take place at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. If not, the meeting will take place virtually via the Zoom Application.</p> <p>There was no further business, Cllr Clark closed the meeting at 20:40</p> <p style="text-align: right;">Signed _____</p>	
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