



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 20 April 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 1 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 19:23

Min No	Item	Action
306	To receive and approve apologies for absence Apologies were received and approved for: Jo Gosden, RFO – maternity leave Cllr Aimee Parker – family commitments	
307	Councillors Declarations of interest in items on the agenda 307.1 Lobbying – None 307.2 Personal Interest – None 307.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
308	Reports from Representatives of Outside Bodies 308.1 Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – Cllr Prendergast advised that KCC held a recent Cabinet meeting via Microsoft Teams . One of her responsibilities is for staff. Cllr Prendergast wished to thank the community for everything they are doing in this difficult time. She advised that the Parish Council should continue their excellent work in bringing volunteers together with residents who need assistance. KCC have also launched Kent Together and to date approx. 2,300 people have sought help and there have been 3,600 different types of requests. 308.2 Maidstone Borough Council – Ward Councillor – Gill Fort – no apologies received. No report provided	Amendment
309	Broomfield Road Concern was raised by a resident that there is danger of a serious accident outside his property which is sited at a blind spot in Broomfield Road. He advised that he would be willing to give up part of his land to improve the situation. Following discussion Cllrs agreed that this should be added to the Parish Council Highways Improvement Plan and the link for reporting these issues sent to the resident. Clerk to action.	Clerk
310	Planning Applications 310.1 The following Planning Applications to be considered and resolved: Application: 20/501569/LBC Proposal: Listed Building consent for the erection of single storey rear extension, demolition of internal walls and insertion of bifold doors to new rear bedroom. Location: Park Barn Farm House, Park Barn Road, Broomfield, Maidstone, Kent, ME17 1PN Following discussion, Cllr approved this application Signed _____	

310.2	<p>Application: 20/501568/FULL Proposal: Erection of single storey rear extension with internal and external alterations Location: Park Barn Farm House, Park Barn Road, Broomfield, Maidstone, Kent, ME17 1PN</p> <p>Following discussion, Cllr approved this application</p>	
311	<p>Planning Outcomes (for report only) The following applications have been approved/refused by MBC:</p> <p>19/506292/FULL Apple Blossom, Gravelly Bottom Road Kingswood, Maidstone Kent ME17 3NU Demolition of existing dwelling and outbuildings and erection of a detached dwelling Application permitted 11.03.20</p> <p>20/500416/FULL The Homestead Gravelly Bottom Road Kingswood Kent, ME17 8NX Demolition of the existing fire damaged building and the erection of a replacement industrial/commercial building Application permitted 30.03.20</p> <p>20/500304/FULL Barnhall Lodge Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NS Erection of single storey rear extension including basement and alterations to existing balconies and bi-folding doors Application refused 30.03.20</p>	
312 312.1	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 16 March 2020 The above minutes were approved and duly signed as a true record by Cllr. Clark</p>	
313 313.1 313.2 313.3 313.4 313.5 313.6	<p>Finances and Payment of Accounts - RFO Bank reconciliation – March 2020 Responsible Finance Officer's report To approve accounts for payment & ratify payments already made To approve the schedule of payments for April 2020 Reconciliation of invoices against cheques and ledger for March 2020 To consider the final performance against the 2019/20 budget</p>	Clerk
313.7	<p>The Clerk advised that she was currently unable to access the Bank Account so items 313.1 – 313.6 would need to be deferred until the May 2020 Parish Council Meeting</p> <p>To consider whether to change the bank account from the Nationwide account to another Following due consideration Cllrs resolved to stay with Nationwide.</p>	
313.8	<p>Ratification of decision to order new edition of CAB Cllrs unanimously resolved to ratify the decision to order the new edition of CAB</p>	
313.9	<p>Ratification of Staff Committee to grant the RFO one month's special leave prior to starting maternity leave Cllrs unanimously resolved to ratify the decision to grant the RFO one month's special leave prior to starting maternity leave</p>	
314 314.1	<p>Policing Crime Figures Cllrs were advised that crime figures are not currently being reported due to the virus. However, in the village there were young lads around 17yrs old catapulting people houses in Kingswood on Tuesday (14 April). They were captured on CCTV and were reported to the police and the footage sent to the police. The Clerk was advised by Signed _____</p>	

	residents and also reported it to the PCSO. A post regarding this was put on the Nextdoor site. Someone responded on the site giving the apparent address of the young lads who were also riding off-road motor bikes illegally on the road. Cllrs requested that the Clerk contact the administrator of the Nextdoor site requesting that such comments are removed as they are unhelpful and can cause distress.	Clerk
315 315.1	Boxing Club To consider how to move forward with provision of a Boxing club in the village following an update from the PCSO The Clerk advised that the Director of Olympia Boxing had been in touch with the PCSO advising that he had been awarded a grant from KCC Early Help to deliver a Boxing Youth programme for 8 – 18 yr olds for 50 weeks and would like to do this in Kingswood. Cllrs were fully supportive of this. Clerk to get in touch Olympia Boxing and contact the village hall and the school re a potential venue.	Clerk
316 316.1	Sports Field To consider thinning of the trees between the road and car park following receipt of information from Nick Gallavin Following due consideration, Cllrs agreed that it was the undergrowth that needed thinning rather than the trees. Clerk to go back to Nick Gallavin.	Clerk
316.2	To reconsider resolution to ask Jackson's Fencing to undertake repair to yellow play re gates in light of the work undertaken by the Village Handyman Following receipt of two email requests from Cllrs that this resolution be reconsidered, Cllrs resolved that the work undertaken by the Village Handyman was sufficient and therefore Jackson's Fencing would not be needed. Clerk to advise accordingly.	Clerk
316.3	Fence between Sports Field and resident's field – to decide who will undertake the research Cllr Davies updated the meeting on his discussion with the landowner, who has agreed to look out her copy of the deed that states who is responsible for the fence. In the meantime, Cllr Davies agreed to source fencing quotes.	Cllr Davies
317 317.1	Drains in Peter Pease Close – Cllr Tandy Cllr Tandy advised Cllrs that there is still a continuing problem re drains in Peter Pease Close. Cllrs agreed that there was a problem with the drains prior to the Close being built and since then 3 more bungalows have been built in the area. Clerk to find the relevant correspondence and copy to Cllr Tandy.	Clerk
318 318.1	Grants To consider a request for a grant from the British Red Cross Cllr Hoy suggested that there should be a sliding scale of grants awarded to Charities, namely £25 for international charities, £50 for National Charities and £150 for local charities. Following discussions, Cllrs resolved that this should be the case and a donation of £50 should be made to the British Red Cross. Clerk to action.	Amendment Clerk
319 319.1	Dog mess in the village To consider email received from a Kingswood resident Cllrs were advised that an email had been received from a resident concerned at the amount of dog mess that was not being picked up in the village. The Clerk advised that the area by the Fingerpost was particularly bad. Cllrs agreed that notices be put around the village reminding people to pick up their dog mess and that something be put on the Facebook page and the Nextdoor Facebook site. In addition, the community warden to be contacted re fluorescent markings. Clerk to action.	Clerk
321 321.1	Any other information Update on volunteer scheme – Parish Clerk The clerk advised that 61 residents had volunteered to help and to date 26 residents had requested help.	
321.2	KALC - Supporting your local community Cllrs were advised that KALC have produced a table of examples of how Parish	Signed

	<p>Councils are supporting their local communities which includes the work being undertaken by Broomfield and Kingswood Parish Council. KALC have advised that this has been shared with the Kent Resilience Forum Communications team, who will be promoting good news stories from all tiers of local Government in Kent (the KRF covers Kent & Medway).</p>	
321.3	<p>APM, APCM and AGAR arrangements for 2020</p> <p>Cllrs were advised that as a result of coronavirus the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 have been issued and came into force on 4 April 2020. These regulations apply to meetings required to be held before 7 May 2021 and the following are applicable to town and parish councils in England:</p> <p>Regulation 6(c) removes the requirement for a parish council to hold an annual meeting in May 2020.</p> <p>Regulation 4(2) carries the current appointment of Chairman on until the Annual Meeting in May 2021 although councils may elect a chairman at an earlier meeting should they wish to.</p> <p>Regulation 5 covers remote attendance extending the definition of "place" to include more than one location including electronic, digital or virtual locations. It sets out all the conditions that must be complied with, making sure the members attending remotely can be heard and where possible seen by other members and that the press and public can hear and preferably see the other members.</p> <p>Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960 allowing for remote attendance by the press and public. Regulation 13(a) requires any electronic notice of a meeting to be published on the principal authority's website and does not negate the normal requirement under the Local Government Act 1972 Part 11 Paragraph 10 (2) (a) to publish a notice in a conspicuous place.</p> <p>The Government has also published regulations extending accounts and audit deadlines in England for 2020.</p> <p>The period during which public rights of inspection may be exercised is now a period of 30 days commencing no later than Tuesday 1 September 2020. The rule that the period must include the first ten working days in July is disapplied. This in turn means that sections 1 and 2 of the unaudited AGAR must be approved and published on a freely accessible website, along with a notice advertising public rights, no later than Monday 31 August 2020. External auditors will provide templates as they have in previous years. Councils can of course approve and publish, and advertise public rights, at an earlier date.</p> <p>There is no change to the procedure for approval and signature of sections 1 and 2 of the AGAR, so there must still be a Full Council meeting (which could be held remotely if the council has procedures in place for this and the regulations permitting this are still in force).</p>	
321.4	<p>Access to sports Field</p> <p>Cllr were advised that the PCSO had raised her concerns that people from outside of the Parish were travelling to access the Sports Field and were not exercising social distancing. She had suggested that the gates to the Sports Field be closed during the current pandemic. Following discussion Cllrs requested that the Clerk ask the PCSO what Kent Police are advising and also that the current legislation be accessed. In the meantime, the gates would remain open.</p>	
321.5	<p>Local Electricity Bill</p> <p>Cllrs were advised that the Parish Council had been approached for help with the campaign for the Local Electricity Bill. To date 200 parishes, town and community councils along with NALC and 44 other national organisations, have resolved to support the Bill. The Bill, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory right to Local Supply. Following discussion Cllrs resolved to support this as it was being supported by a cross-party group of MPs. Clerk to action.</p>	Clerk
	Signed	

321.6	<p>Insurance renewal</p> <p>Cllrs had previously been forwarded a pre-renewal email from Came & Co regarding the level of insurance cover required. Following discussion, Cllrs agreed that cover for the new benches in the Sports Field should be added to Street Furniture and cover for the new sports field fence should be added. Clerk to action.</p>	Clerk
321.7	<p>Potential events when the pandemic has ended</p> <p>Following discussion, it was agreed that there should be:</p> <ul style="list-style-type: none"> • a garden safari • a litter pick in September to coincide with the deferred British Spring Clean week. This could take place over a whole day with a sandwich lunch offered • a 'We made it through' party! 	
322	<p>Items for next agenda</p> <ul style="list-style-type: none"> • Outstanding finance items • Website 	
323	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council will be on Monday 18 May 2020 and this will be the Annual Parish Council Meeting. 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</p> <p>There was no further business, Cllr Clark closed the meeting at 20.23</p> <p style="text-align: right;">Signed _____</p>	