



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the Annual Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 16 May 2022

Present at meeting: Cllr Gareth Davies (Vice Chairman), Cllr Chris Pink, Cllr Simon Pearce
and Cllr Steve Lakin

Hayley Roberts - Parish Clerk/RFO

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 Davies opened the meeting at 7:30pm

| Min No | Item | Action |
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| 517. | To receive and approve apologies for absence | |
| 517.1 | Cllr Tina Clark – holiday | |
| 517.2 | Cllr Malcom Clarke – holiday | |
| 517.3 | Cllr Aimee Parker – family commitments | |
| 518. | Councillors Declarations of interest in items on the agenda | |
| 518.1 | Lobbying – None | |
| 518.2 | Personal Interest – None | |
| 518.3 | Prejudicial Interest (Cllr to leave meeting table whilst such item is under discussion) – None | |
| 519. | Welcome by the Parish Council Vice Chairman, Gareth Davies Due to Cllr Clark being absence Vice Chairman Cllr Davies chaired the meeting. | |
| 520. | Reports from Representatives of Outside Bodies | |
| 520.1 | Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – no apologies received. | |
| 520.2 | Maidstone Borough Council – Ward Councillor – apologies received due to holiday. Report provided and read by Clerk; | |
| | <p>Annual Report for 2021/22 During covid Maidstone Borough Council, MBC, set up and administered various funds that helped businesses and vulnerable people. The past 2 years have been very difficult for so many however we are grateful to be returning to some sort of normality.</p> <p>Local Plan Review. During the autumn the Local Plan Review draft went out to public consultation. Following on from that the plan was submitted on 31/3/22 to the Secretary of State for independent examination.</p> <p>Whole Council Elections. Currently MBC hold elections “by thirds “meaning that in 3 out of 4 years one third of the seats will be up for election. Residents were asked for feedback on the current situation and a proposal to have 4 yearly elections. 4 yearly elections were supported overwhelmingly, and this has now been formally adopted. This will start in 2024 however before then there will be one more election in 2023, this includes Leeds ward. Whoever gets elected will be borough councillor for a year and then the new system will start.</p> <p>New Political Map for Maidstone. A new pattern of wards is being developed for MBC. The boundary commission is reviewing this and has already reduced the number of councillors from the current 55 to 48. Public consultation ended in April 22. Under the new proposals submitted to the boundary commission Leed’s ward will consist of Leeds, Broomfield and Kingswood and Otham.</p> <p>The Town Centre. MBC is proposing to embark on a transformation of the town centre. Focus will be on the arts, retail, shopping culture and leisure. We need to breathe life back into the town following the pandemic.</p> <p style="text-align: right;">Signed _____</p> | |

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| | <p>Archbishops Palace. KCC have been leasing Archbishops Palace from MBC, that lease is coming to an end. The owners of Hush Heath Winery in Staplehurst have been given permission to develop plans to convert the palace into a boutique hotel, wedding venue, restaurant etc, subject to formal approvals.</p> <p>Maidstone Bus Station. The bus station underwent a major refurbishment and reopened in October 2021. It is more welcoming, brighter and safer.</p> <p>Mote Park. The construction of a new café stated in June 2021 and this should be completed by this summer.</p> <p>Gill Fort, MBC councillor for Leeds. 11/5/22</p> | |
| 521. 521.1 | <p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council</p> <p>Minutes of Parish Council Meeting held on 25 April 2022</p> <p>The above minutes were approved as a true copy and duly signed by Cllr Davies.</p> | |
| 522. 522.1 | <p>Election of Chairman (2022/23)</p> <p>Chairman to sign Declaration of Acceptance of Office</p> <p>Cllr Davies proposed Tina Clark be elected as Chairman and this was seconded by Cllr Pink and agreed unanimously. Cllr Clark advised by email prior to the meeting that she would be happy to stand again if elected.</p> <p>Cllr Clark to sign the Declaration of Acceptance of Office at the next meeting.</p> | |
| 523. 523.1 | <p>Election of Vice Chairman (2022/23)</p> <p>Cllr Lakin proposed Gareth Davies be elected as Vice Chairman and this was seconded by Cllr Pink and agreed unanimously. Cllr Davies accepted the nomination.</p> <p>Cllr Davies signed the Declaration of Acceptance of Office.</p> | |
| 524. 524.1 | <p>Declaration of Interest</p> <p>To declare any changes to existing DPI forms.</p> <p>Cllr Pink signed a new DPI form. No other changes. Clerk to action accordingly.</p> | Clerk |
| 525. 525.1 | <p>For members to confirm in writing that they agree to receive ALL communications electronically during their period of office</p> <p>Cllrs noted the recommended measures to ensure compliance with GDPR. Cllr Davies, Cllr Pearce, Cllr Lakin and Cllr Pink signed the form thereby giving their consent to receive information from Councillors and the Clerk via email. The forms were handed to the Clerk to be retained on file.</p> <p>Cllr Clark, Cllr Clarke and Cllr Parker to sign form outside of meeting and return to Clerk.</p> | Clerk/Cllrs |
| 526. 526.1 | <p>Planning Applications</p> <p>The following Planning Applications to be considered and resolved:</p> <p>Application Ref: 22/502010/FULL</p> <p>Proposal: Erection of a single storey rear extension with 1no. roof window.</p> <p>Address: 5 Tall Trees Close Kingswood Maidstone Kent ME17 3PT</p> <p>After due consideration Cllrs had no objections to this application.</p> | |
| 527. 527.1 527.2 527.3 | <p>Planning Outcomes (for report only)</p> <p>Cllrs noted that MBC had determined the following planning applications:</p> <p>Application Ref: 22/500801/FULL</p> <p>Proposal: Demolition of existing garage and erection of annexe ancillary to main dwelling.</p> <p>Location: The Nook Gravelly Bottom Road Kingswood Kent ME17 3PX</p> <p>MBC Decision: Application permitted 26.04.22</p> <p>Application Ref: 22/500960/FULL</p> <p>Proposal: Conversion of integral garage to additional accommodation and erection of a new detached garage.</p> <p>Location: Silvani Gravelly Bottom Road Kingswood Kent ME17 3NX</p> <p>MBC Decision: Application permitted 27.04.22</p> <p>Application Ref: 22/500705/FULL</p> <p>Proposal: Demolition of existing bungalow and erection of 6no. wooden lodges with associated fencing, hardstanding, roads and footpaths for gypsy/traveller occupation.</p> <p>Location: Woodview Lenham Road Kingswood Kent ME17 1LU</p> <p>MBC Decision: Application refused 04.05.22</p> | |
| 528. | <p>Actions & Outcomes (for report only)</p> <p>Cllrs noted that all actions are either complete, in progress or on hold.</p> <p>Signed _____</p> | |

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| 529. 529.1 | Staff Committee Staff Committee Report Cllr Davies reviewed the last twelve months of the Staff Committee and expressed thanks to Cllr Parker for her support and hard work. | |
| 529.2 | To agree committee terms of reference and scheme of delegation Circulated prior to the meeting and following discussion at the meeting amendments are required. To be agreed at the next meeting. Clerk to action accordingly. | Clerk |
| 530. 530.1 530.2 | Committee and Working Group Structure for 2022/23 To appoint membership and substitutes of committees and working groups for 2022/23 Cllrs unanimously agreed to membership of the following committees; Staffing Committee – Cllr Davies, Cllr Parker and Cllr Lakin – Cllr Pink to be a reserve Community Building Committee – Cllr Davies, Cllr Lakin and Cllr Pink Cllr Pink to set up group email for committees. | Cllr Pink |
| 531. 531.1 | Delegation Powers re Planning (Minute No 19/101.1) Delegation To resolve to adopt Circulated prior to the meeting and following discussion Cllrs resolved to duly adopt delegation powers re planning (Minute No 19/101.1) Delegation. Signed by Cllr Davies. | |
| 532. 532.1 532.2 | To review the following for adoption: Standing Orders Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the Standing Orders. Duly adopted and signed by Cllr Davies. Financial Regulations Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the Financial Regulations. Duly adopted and signed by Cllr Davies and Clerk/RFO. | |
| 533. 533.1 533.2 | Election of Representatives to Other Bodies and arrangements for reporting back on meetings Following discussion, Cllrs agreed to be named representatives for the following; Joint Parishes Group – Cllr Pearce Kent Association of Local Councils Maidstone Area Committee – Cllr Clark Kingswood Primary School – Cllr Parker Police Forum – Cllr Davies Rural Transport Group – Cllr Pink Village Hall Committee – Cllr Clarke Parish Liaison Meetings – Cllr Pearce Twinning Group – Cllr Clark Leeds Castle Liaison Group – Cllr Pink To review reporting arrangements back to full Council After discussion Cllrs resolved to report back verbally unless unable to attend the meeting when Cllrs must report back in writing. | |
| 534. 534.1 534.2 534.3 534.4 | To review and resolve the following; Asset Register Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to amend an insurance value. Clerk to action and Cllrs to approve at next meeting. Financial and Council Risk Assessment Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and accept the Financial Council Risk Assessment. Signed by Cllr Davies. Action Plan Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and accept the Action Plan. Draft schedule of future meeting dates Circulated prior to the meeting Following discussion Cllrs agreed to meeting on the 1 st and 3 rd Monday of the month. The 1 st Monday is to be reserved for planning. | Clerk |
| 535. 535.1 | To review the Council's subscriptions SLCC for Clerk and RFO Following discussion Cllrs agreed to continue with the subscription however this will be reviewed when the renewal is due. Signed _____ | |

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| <p>536.</p> <p>536.1</p> <p>536.2</p> <p>536.3</p> <p>536.4</p> <p>536.5</p> | <p>To review and approve the following policies</p> <p>Complaints Procedure Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Davies.</p> <p>Equality and Diversity Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Davies.</p> <p>Data Privacy Notice and GDPR Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. The Data Privacy Notice and GDPR Policy have been combined. Signed by Cllr Davies.</p> <p>Laptop Computer Policy issue 1 Circulated prior to the meeting and following discussion at the meeting amendment is required. Policy to be adopted at the next meeting.</p> <p>Data Retention Policy issue 1.1 Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Davies.</p> | |
| <p>537.</p> <p>537.1</p> <p>537.2</p> <p>537.3</p> <p>537.4</p> <p>537.5</p> <p>537.6</p> | <p>Finances and Payment of Accounts</p> <p>Bank reconciliation – April 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink.</p> <p>Responsible Finance Officer's report April 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Pink.</p> <p>To approve the schedule of payments for May 2022 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Davies and Cllr Lakin.</p> <p>To ratify payments already made in April 2022 Cllrs resolved to ratify payments already made in April 2022. Signed by Cllr Pearce and Cllr Pink.</p> <p>Reconciliation of invoices against cheques and ledger for April 2022 Councillors reconciled the invoices against the ledger and Cllr Lakin and Cllr Pearce initialled the invoices and ledger accordingly.</p> <p>To consider performance against the 2022/23 budget Cllrs noted the performance so far during 2022/23.</p> | <p>AMENDMENT</p> |
| <p>538.</p> <p>538.1</p> <p>538.2</p> | <p>Sports Field</p> <p>Review of the month's Sports Field Inspection Sheets Cllrs reviewed and no action required. Cllrs noted comments re BBQ burn marks on the grass.</p> <p>To consider further information received in relation to the coppicing of trees and resolve how to proceed Cllrs discussed and resolved that the field was not purchased for agricultural use, it was purchased for recreational use and as such coppicing is not required. Clerk to inform company accordingly.</p> | <p>Clerk</p> |
| <p>539.</p> <p>539.1</p> | <p>Policing</p> <p>Crime Figures On Friday 15th of April between 11:15 and 12:30 in Broomfield. Somebody broke into a vehicle parked in the road and stole a handbag. Crime Report No. 46/75979/22 - Posted 24/04/2022</p> <p>Between 18:00 on Friday 22nd of April and 11:00 on Saturday 23rd of April in Cayser Drive. Somebody broke into a stable and store rooms and stole a 14 inch hand scythe. Crime Report No. 46/77668/22 - Posted 29/04/2022</p> <p>Between 00:01 on Wednesday 27th of April and 23:59 on Sunday 1st of May in Broomfield Road. Somebody damaged a house name plaque. Crime Report No. 46/83756/22 - Posted 06/05/2022</p> <p>Signed_____</p> | |

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| 539.2 | <p>PCSO update</p> <p>Kingswood has continued to maintain a low level of crime during the past year. This has been possible through the support of the community and the Parish Council. We have dealt with a number of issues throughout the year, which have included the following:</p> <ul style="list-style-type: none"> • Regular patrols by a dedicated vehicle for ASB hotspots in the area, deterring car meet ups and possible drug dealing in local car parks and hotspot areas. • Joint agency work involving various partners including local housing providers and MBC. • Regular monitoring of pavement and obstructive parking in and around the village. • Several operations in the area around rural crime. Particularly a regular rural operation called Op Innovate. • Follow ups on the victims of burglaries/breaks and any other matters to give crime prevention advice and information booklets. • The playing field CCTV cameras continue to be a good tool in detection and prevention of crime. These cameras have continued to have had a positive effect as a deterrent. • Patrols of outlying areas to deter and stop vehicles known for scrap metal thefts and fly tipping. This has been backed up with pre-arranged Policing Operations County wide involving numerous authorities and scrap yard inspections • Kent police local officer and speedwatch group working together to monitor speed and report those breaking those limits, tend to gather any Intel related to suspicious vehicles. • Communication between local officer and local farms to address speeding tractors through village. <p>Can all residents please pass on any information that they deem suspicious, including where possible descriptions of persons and vehicle registration numbers. This really helps on building information around activity within the rural areas</p> <p>We do encourage residents to call in any incidents of Anti Social Behaviour, which they have done.</p> <p>My community voice is a new app for connecting members of the public to police for updates and advice and can be downloaded via the web. Residents are urged to join. Search – mycommunityvoicekent in your preferred browser for access.</p> <p>I would also like to reiterate that residents call 101/999 for any incidents that occur and not just post on the Kingswood Facebook page or any other local social media. WE NEED TO KNOW!!</p> <p>Anyone wishing to contact me about any issues or crime prevention advice can call the non-emergency Police number 101. Thank you for your continued support in making Kingswood safe. PCSO Shyon De Rose - Maidstone Community Safety Unit.</p> | |
| 540. | <p>To discuss expired office 365 subscription and to resolve how to proceed</p> <p>Cllr Pink advised that the windows office 365 subscription for Cllrs is coming to an end. Option one is to renew at a cost of £4.89 per month per user. Option two is to switch to windows mail webmail at no cost. Cllrs discussed and resolved to proceed with windows mail webmail for free.</p> | |
| 541. 541.1 541.2 | <p>The Queens Platinum Jubilee 2022</p> <p>To receive an update and discuss The Queens Platinum Jubilee event arrangements Clerk updated Cllrs; posters have been printed and circulated, leaflets to be printed and circulated to residents this week, local band Legacy have been booked for the day and evening events, Olive & Pickle Grazing are providing the evening food and Smoke & Cured @ The Harrow are providing the bar and BBQ for the day event and bar for the evening event. Amongst other stalls various local groups will be in attendance including the local Beavers and Cubs groups, Kingswood Preschool Group, Shukokai Karate Academy and The Village Hall Committee will be providing teas and coffees. Cllrs confirmed budget for the event as per 2022/23 budget.</p> <p>To consider information received regarding a suitable tree to plant and resolve to purchase a tree and agree location of tree to be planted. Cllrs discussed and resolved to add this to the agenda of the next meeting in June when more Councillors will be in attendance. Clerk to take photos of Sports Field so that a discussion can be had.</p> | Clerk |
| 542. | <p>To discuss and consider use of KALC Carbon Footprint Tool</p> <p>Cllrs discussed and resolved to add this to the agenda of the next meeting in June when more Councillors will be in attendance.</p> | |
| 543. | <p>Residents' Concerns</p> <p>No new concerns raised. Cllrs noted that the issues in relation to antisocial behaviour are still occurring and urge residents to report all incidents to the police.</p> <p style="text-align: right;">Signed</p> | |

| 544. | Any Other Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|---|----------------|---------------------|----------------|----------------|---|----|------------|-------------|----------|-----------------------|-------------|----------|---------------------|------|------|-----------------------|----|-----|------------------------|---|---|-----------------------|---|---|-----------|----|----|---------------|-------|-------|--|
| 544.1 | <p>Speedwatch Please find updated information for Speedwatch sessions around the village in the recent month, I have changed the first column to provide data for previous the month rather than month to date, thinks it gives a better picture of activity</p> <p>The group would like to express their thanks to Shivon for her support and in one case changing her shift to accommodate one of our sessions</p> <table border="1" data-bbox="244 409 1034 741"> <thead> <tr> <th>Details</th><th>Last month April</th><th>Year to date *</th></tr> </thead> <tbody> <tr> <td>No of Sessions</td><td>4</td><td>38</td></tr> <tr> <td>Total time</td><td>10.25 Hours</td><td>34 hours</td></tr> <tr> <td>Total volunteer hours</td><td>27.75 hours</td><td>90 hours</td></tr> <tr> <td>Total Vehicle count</td><td>1306</td><td>3390</td></tr> <tr> <td>No of First offenders</td><td>39</td><td>105</td></tr> <tr> <td>No of Second Offenders</td><td>2</td><td>3</td></tr> <tr> <td>No of third offenders</td><td>0</td><td>2</td></tr> <tr> <td>Max Speed</td><td>41</td><td>48</td></tr> <tr> <td>Average Speed</td><td>37mph</td><td>37mph</td></tr> </tbody> </table> | Details | Last month April | Year to date * | No of Sessions | 4 | 38 | Total time | 10.25 Hours | 34 hours | Total volunteer hours | 27.75 hours | 90 hours | Total Vehicle count | 1306 | 3390 | No of First offenders | 39 | 105 | No of Second Offenders | 2 | 3 | No of third offenders | 0 | 2 | Max Speed | 41 | 48 | Average Speed | 37mph | 37mph | |
| Details | Last month April | Year to date * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No of Sessions | 4 | 38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total time | 10.25 Hours | 34 hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total volunteer hours | 27.75 hours | 90 hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Vehicle count | 1306 | 3390 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No of First offenders | 39 | 105 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No of Second Offenders | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No of third offenders | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Max Speed | 41 | 48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Average Speed | 37mph | 37mph | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 544.2 | <p>Speedwatch request – received after publication of agenda, decision to be ratified at next meeting. Cllrs discussed request and resolved that Cllr Pink would contact Speedwatch and discuss options. Cllrs advised that as per minute ref 502.12 £150 is available to the Speedwatch group for use towards the camera equipment/hard drive required. Cllrs resolved to give Speedwatch a hard drive which is already owned by the Parish Council and not used, Cllrs want to make it clear that they have no responsibility or liability for the information stored on the hard drive by Speedwatch.</p> | Cllr Pink | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 544.3 | <p>Planning Application – received after publication of agenda, decision to be ratified at next meeting. Application Ref: 22/501783/FULL Proposal: Erection of a residential dwelling with associated parking and garden, including landscape and biodiversity enhancements and removal of existing residential building. Address: Land Adjacent To Honeysuckle Lodge (Known As Netherfold) Gravelly Bottom Road Kingswood Kent ME17 3NX After due consideration Cllrs resolved to refer this application to the MBC planning committee.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 515. | Items for next agenda for Parish Council Meeting June 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 515.1 | Cllr Clark to sign the Declaration of Acceptance of Office | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 515.2 | To agree staff committee terms of reference and scheme of delegation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 515.3 | To review and resolve to accept the Asset Register | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 515.4 | To review and resolve to accept the Laptop Computer Policy issue 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 515.5 | To consider information received regarding a suitable tree to plant and resolve to purchase a tree and agree location of tree to be planted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 515.6 | To discuss and consider use of KALC Carbon Footprint Tool | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 515.7 | To ratify decision planning application Ref: 22/501783/FULL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 516. | <p>Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2023, date to be confirmed.</p> <p>Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 30 May 2022 and is the Annual Parish Meeting. The next Parish Council meeting will take place on Monday 20 June 2022. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood at 7.30pm.</p> <p>There was no further business, Cllr Davies closed the meeting at 9.15pm.</p> <p style="text-align: center;">Signed _____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

