



# 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 17 January 2022

**Present at meeting:** Cllr Tina Clark (Chairman); Cllr Simon Pearce; Cllr Laura Hubbard and Cllr Aimee Parker

Hayley Roberts - Parish Clerk

Joanne Gosden - RFO

There was 3 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
425.	<b>To receive and approve apologies for absence</b> Cllr Gareth Davies - illness Cllr Chris Pink - isolating	
426. 426.1 426.2 426.3	<b>Councillors Declarations of interest in items on the agenda</b> Lobbying – None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
427.	<b>Welcome by the Parish Council Chairman, Tina Clark</b>	
428. 428.1  428.2	<b>Reports from Representatives of Outside Bodies</b> Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies received due to attending another meeting.  Maidstone Borough Council – Ward Councillor – Gill Fort – apologies received.	
429.	<b>To approve the minutes of the meetings of Broomfield &amp; Kingswood Parish Council held on Monday 15 November 2021.</b> The above minutes were approved as a true copy and duly signed by Cllr Clark.	
430.  430.1	<b>Planning Applications</b> The following Planning Applications to be considered and resolved:  Application Ref: 21/506541/TPOA Proposal: TPO Application for 3 x Oak Trees (T1,T2, T3)-Raise crown to 7-8m and thin by 35% as shown on tree photos. Address: Oakside 22 Chestnut Drive Kingswood Maidstone Kent ME17 3PP <b>Following due consideration, Cllrs approved this application.</b>	
431. 431.1  431.2	<b>Ratification of decisions regarding planning applications discussed under Delegation Powers re Planning (Minute No 19/101.1) Delegation</b> Application Ref: 21/506421/FULL Proposal: Erection of a first floor extension to the existing bungalow and a part one/part two storey front and side extension. Alterations to fenestration. (Amendment to 21/502735/FULL) Address: The Cedars Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NT <b>Previously considered via email. Cllrs ratified decision to approve this application.</b>  Application Ref: 21/506383/FULL Proposal: Part retrospective application for the change of use of land to residential with retention of summer house. Address: Dunrovin 17 Charlesford Avenue Kingswood Maidstone Kent ME17 3PE <b>Previously considered via email. Cllrs ratified decision to approve this application.</b> <b>Signed</b>	

431.3	<p>Application Ref: 21/506212/TPOA  Proposal: TPO Application for 1 (T1) Oak - Lift to 5m above ground level to give clearance of property.  Address: 6 Nine Oaks Court Kingswood Maidstone Kent ME17 1LW  <b>Previously considered via email. Cllrs ratified decision to approve this application.</b></p>	
431.4	<p>Application Ref: 21/505980/FULL  Proposal: Section 73 - Application for removal of condition 6 (to allow existing polytunnels to be retained on site) pursuant to 20/505399/FULL for - Erection of additional polytunnels and associated drainage works.  Address: Morry Farm Morry Lane East Sutton Maidstone Kent ME17 3DR  <b>Previously considered via email. Cllrs ratified decision to approve this application.</b></p>	
<b>432.</b>	<p><b>Planning Outcomes (for report only)</b>  Cllrs noted that MBC had determined the following planning applications:</p>	
432.1	<p>Application Ref: 21/505466/FULL  Proposal: Demolition of garage and erection of single storey side and rear extension.  Address: Fifth Acre 18 Charlesford Avenue Kingswood Maidstone Kent ME17 3PE  <b>MBC Decision: Application Permitted 21.12.21</b></p>	
<b>433.</b>	<p><b>Actions &amp; Outcomes (for report only)</b></p>	
433.1	<p>Cllrs discussed outstanding actions and all are progressing.</p>	
<b>434.</b>	<p><b>Finances and Payment of Accounts</b></p>	
434.1	<p>Bank reconciliation – November and December 2021  This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Parker.</p>	
434.2	<p>Responsible Finance Officer's report November and December 2021  This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Hubbard and Cllr Parker.</p>	
434.3	<p>To approve the schedule of payments for January 2022  This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Clark and Cllr Pearce.</p>	
434.4	<p>To ratify payments already made in November and December 2021  This was circulated to Cllrs prior to the meeting and Cllrs resolved to ratify the payments made. Signed by Cllr Clark and Cllr Pearce.</p>	
434.5	<p>Reconciliation of invoices against cheques and ledger for November and December 2021  Councillors reconciled the invoices against the ledger and Cllr Hubbard and Cllr Parker initialled the invoices and ledger accordingly.</p>	
434.6	<p>To consider performance against the 2021/22 budget  Cllrs noted the performance against the 2021/22 budget.</p>	
434.7	<p>To resolve to adopt a reserves policy for 2022/23  Cllrs resolved to adopt the reserves policy for 2022/23. Signed by Cllr Clark and RFO.</p>	
434.8	<p>To discuss the final draft budget 2022/23 and resolve to adopt it  Cllrs discussed the budget figure of £60,108 and resolved to adopt the budget for 2022/23. Cllr Clark initialled document.</p>	
434.9	<p>To resolve the level of precept for 2022/23  After due consideration Councillors agreed to maintaining the current Band D charge and setting a precept amount of £55,451.90. There would be an increase of £755.64 in total funding. There would be no change in the parish element of the council tax for each resident. Clerk and RFO to advise MBC accordingly.</p>	<b>Clerk/RFO</b>
434.10	<p>To consider a request for a grant from the Heart of Kent Hospice  Cllrs considered the request and agreed to donate a sum of £500. Clerk and RFO to action accordingly.</p>	<b>RFO</b>
434.11	<p>To consider and resolve whether to add a third signatory to the Nationwide bank account.  Cllrs resolved to add Cllr Pearce as a third signatory. RFO to action.</p>	
434.12	<p>Ratification of change of bank details for an existing beneficiary.  Cllrs resolved to ratify the change of bank details. Signed by Cllr Clark, Parish Clerk and RFO.  <b>Signed</b></p>	

<b>435.</b>	<b>Sports Field</b>	
435.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed and no new action required.	
435.2	To discuss and agree action with regards to potholes in the car park Cllrs discussed and resolved that the Clerk is to obtain quotations for repair of potholes.	<b>Clerk</b>
435.3	To discuss and action the opening and closing of the Sports Field gates Cllrs discussed. Clerk to arrange signs regarding opening and closing of gates. Clerk to liaise with volunteers.	<b>Clerk</b>
<b>436.</b>	<b>Policing</b>	
436.1	Crime Figures Between 00:01 on Saturday 23rd of October and 19:02 on Saturday 30th of October in Elder Close. Somebody broke into a Nissan Navara parked in the road and stole tools. Crime Report No. 46/220298/21 - Posted 01/11/2021	
436.2	Between 16:00 on Friday 12th of November and 08:30 on Saturday 13th of November in Ashford Drive. Somebody slashed the tyres of a Seat parked in the road.	
436.3	On Sunday 21st of November between 00:01 and 13:34 in Peter Pease Close. Somebody damaged a vehicle parked in the road.	
436.4	Between 10:00 on Saturday 20th of November and 21:15 on Sunday 21st of November in Chartway Street. Somebody broke into a residential property. The police are continuing their enquiries.	
436.5	Between 09:00 on Wednesday 1st of December and 09:00 on Friday 3rd of December in Broomfield Road. Somebody broke into a residential property. The owner is still to provide a list of stolen items, if any.	
436.6	On Sunday 5th of December between 16:00 and 20:00 in Peter Pease Close. Somebody tried to damage a Vauxhall parked in the road.	
<b>437.</b>	<b>To discuss and resolve way forward for implementation of the KFRS/KALC Fire Hydrant Warden</b>	
437.1	Cllrs discussed and resolved that more information is required before this can be initiated. Clerk to contact KALC.	<b>Clerk</b>
<b>438.</b>	<b>To review the village Shopping Bus Service</b>	
438.1	Cllrs discussed the Shopping Bus Service and resolved that it is normally very well attended and to review it again in a month or two.	
<b>439.</b>	<b>To receive an update and discuss The Queens Platinum Jubilee event arrangements</b>	
439.1	Cllrs discussed the organisation of the event on Saturday the 4 <sup>th</sup> of June 2022.	
439.2	Clerk to inform residents to save the date and request volunteers to help with the organisation of the event.	<b>Clerk</b>
<b>440.</b>	<b>To discuss a recycling initiative request from Maidstone Lions Club</b>	
440.1	Cllrs discussed and resolved that there is no suitable location to place recycling collection bins.	
440.2	Cllrs agreed they would like to be involved and asked the Clerk to make contact to see if a monthly 'pop up' recycling event might possible. Clerk to contact Maidstone Lions Club.	<b>Clerk</b>
<b>441.</b>	<b>To discuss request from Astra Recycling Ltd</b>	
441.1	Cllrs discussed the possibility of having a clothes collection bin at the Sports Field. Cllrs resolved that due to the amount of vandalism and fly tipping in the village it would not be appropriate.	
<b>442.</b>	<b>Staff Committee</b>	
442.1	To appoint one substitute member of the Staffing Committee Cllr Hubbard agreed to be a substitute member of the Staffing Committee.	
442.2	To consider and accept resignation of RFO Cllrs considered and accepted the resignation of the RFO with effect 31 <sup>st</sup> January 2022.	
442.3	To consider next steps with regard to RFO role Cllrs resolved that this should be discussed in a meeting between the Staffing Committee. Cllr Hubbard and Cllr Parker to arrange.	<b>Cllr Hubbard Cllr Parker</b>
	<b>Signed</b> _____	

<b>443.</b> 443.1	<b>KALC Community Awards Scheme 2022</b> To resolve if Cllrs wish to nominate anyone for the KALC community Award Scheme Cllrs resolved not to nominate anyone this year.	
<b>444.</b> 444.1	<b>Residents' concerns</b> To consider and resolve what if any action to be taken in respect of: Arriva school bus service As per emails received from residents Cllrs discussed the ongoing problem with the Arriva 59 school bus service and agreed again that it is not acceptable. At a previous meeting where a member of the public raised this issue Cllrs advised members of the public to get together as a group and make contact with Arriva. It is important for residents to keep a log of any issues with the school bus. Although Cllrs have no powers with regards to the bus service Cllrs wish to support residents as much as possible. Clerk to continue to liaise with KCC County Councillor Shellina Prendergast and Arriva to try and resolve the issues.	<b>Clerk</b>
<b>445.</b> 445.1  445.2  445.3  445.4  445.5	<b>Any other information</b> Gritting of Charlesford Avenue – Parish Clerk contacted Highways regarding the possibility of gritting Charlesford Avenue and received the following response... I write reference your enquiry request for Charlesford Avenue to be included in our gritting routes, Unfortunately it is much too late in the season to request this as our gritting routes are determined in May and have already been digitalised for the forthcoming season and loaded into the system for the gritting fleet to follow. However, a side road such as Charlesford Avenue would never form part of the primary salting route as it is not deemed part of the strategic network of roads throughout Kent. Feedback from KALC Maidstone Committee meeting held on Monday, 29 November 2021, plus the draft KALC Executive Minutes from the 16 October meeting – Cllr Clark provided feedback from the meeting. Feedback from Budgeting Basics Course – Clerk and RFO provided feedback from the course. Speedwatch – there are now nine members and the group have all completed their online training and are awaiting their practical training. If anyone is interested in being apart of Speedwatch please contact the Parish Clerk for more information. The Parish Clerk has passed her iLCA qualification.	
<b>423.</b> 423.1	<b>Items for next agenda</b> The Queens Platinum Jubilee	
<b>424.</b>	<b>Parish Council Meetings</b>  <b>The next meeting of the Parish Council is scheduled for Monday 21 February 2022. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</b>  <b>There was no further business, Cllr Clark closed the meeting at 9.20pm</b>  <b>Signed _____</b>	