



Broomfield and Kingswood Parish Council

<http://www.broomfieldandkingswood-pc.org.uk/>



Notice of the Annual Parish Council Meeting

To: All Councillors

You are hereby summonsed to attend the Annual Parish Council Meeting of Broomfield and Kingswood Parish Council to be held at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX on Monday 19 May 2024 at 7pm.

To: All Residents

Members of the public are welcome to join.

Dated 13 May 2025

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.	Election of Chairman (2025/26)
1.1	To receive and consider nominations for Chairman
1.2	Elected Chairman to sign Declaration of Acceptance of Office
2.	Election of Vice Chairman (2025/26)
2.1	To receive and consider nominations for Vice Chairman
2.2	Elected Vice Chairman to sign Declaration of Acceptance of Office
3.	To receive and approve apologies for absence
3.1	Cllr Gareth Davies – holiday
4.	To receive the Declaration of Acceptance of Office for Elected Councillors.
5.	Councillors Declarations of interest in items on the agenda
5.1	Lobbying
5.2	Personal Interest
5.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
6.	Welcome by the Parish Council Chairman
7.	Reports from Representatives of Outside Bodies
7.1	Maidstone Borough Council – Ward Councillor – Gill Fort
8.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 7 th April 2025.
9.	Declarations of Interest To receive Declarations of Interest forms from Elected Councillors.
10.	For members to confirm in writing that they agree to receive ALL communications electronically during their period of office

11.	Planning Applications The following Planning Applications to be considered and resolved:
12.1	Application No: 25/501720/TPOA Proposal: TPO application to repollard one Sweet Chestnut (T1) on rear boundary - Current dimensions Height 15m Radius 3m, Final dimensions Height 9m, Radius 0m. Cut back to boundary one Sweet Chestnut (T2) overhanging from neighbouring property, reducing overhanging SW crown from 7m to 3m. Address: 7 Thorneycroft Close Kingswood Kent ME17 3BF
12.2	Application No: 25/501704/FULL Proposal: Change of use of land to use as residential caravan site for one gypsy family, including stationing of mobile home for residential purposes, together with erection of summerhouse and fencing (Retrospective). Address: Orchard Farm Nursery Chartway Street Sutton Valence Kent ME17 3JB
13.	Planning Outcomes (for report only)
14.	Ratification of Planning consultation applications decided by email using Delegation Powers re Planning (Minute No 19/101.1) Delegation. Application No: 25/501324/TPOA Proposal: TPO application to carry out various works to multiple trees - please see application form for details of works. Address: 1 Kingsbroom Court Kingswood Kent ME17 3ST
15.	Actions & Outcomes (for report only)
16.	Staff Committee
16.1	Staff Committee Report
16.2	To agree committee terms of reference and scheme of delegation
17.	Committee and Working Group Structure for 2025/26 To appoint membership and substitutes of committees and working groups for 2025/26
18.	Delegation Powers re Planning (Minute No 19/101.1) Delegation To resolve to adopt
19.	To review the following for adoption:
19.1	Standing Orders
19.2	Financial Regulations
19.3	Risk assessment risk matrix 2025
20.	Election of Representatives to Other Bodies and arrangements for reporting back on meetings
20.1	Joint Parishes Group
20.2	Kent Association of Local Councils Maidstone Area Committee
20.3	Kingswood Primary School
20.4	Police Forum
20.5	Rural Transport Group
20.6	Village Hall Committee
20.7	Parish Liaison Meetings
20.8	To review reporting arrangements back to full Council
21.	To review and resolve the following;
21.1	Asset Register
21.2	Draft schedule of future meeting dates
22.	To review and approve the following polices
22.1	Complaints Procedure
22.2	Equality and Diversity Policy
22.3	Data Privacy Notice
22.4	Laptop Computer Policy issue 1
22.5	Data Retention Policy issue 1.1
22.6	GDPR Policy
23.	Finances and Payment of Accounts
23.1	Bank reconciliation – April 2025
23.2	Responsible Finance Officer's report April 2025
23.3	To approve the schedule of payments for April 2025
23.4	To ratify payments already made in May 2025
23.5	Reconciliation of invoices against cheques and ledger for April 2025
23.6	To consider performance against the 2025/26 budget
24.	To review the effectiveness of the system of Internal Control

25.	Approval of Annual Governance and Accountability Return (AGAR)
25.1	To review and note the Annual Internal Audit Report dated 10 May 2025.
25.2	To approve the Annual Governance Statement for 2024-25, Section 1 of the AGAR for the year ending 31 March 2025.
25.3	To approve the Accounting Statements for 2024-24, Section 2 of the AGAR for the year ending 31 March 2025, the supporting Bank Reconciliation as of 31 March 2025 and the explanation of the significant variations from last year (2023-24) to this year (2024-25).
25.4	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.
26.	Sports Field
26.1	Review of the month's Sports Field Inspection Sheets
26.2	To discuss the bins at the Sports Field and resolve how to proceed
26.3	To discuss the CCTV quotation and resolve how to proceed
26.4	To consider the MBC Smoke Free Spaces initiative
26.5	To discuss the pirate ship and resolve how to proceed
27.	Policing Crime Figures
28.	To receive an update on the Joint Village Hall Project
29.	To consider correspondence from iTrust and resolve how to proceed
30.	Feedback from the Cluster Meeting held on the 8th April 2025
31.	Feedback from the Nuts and Bolts of Parish Councils training held on the 18th April 2025
32.	To consider correspondence in relation to the Maidstone Borough Council Rural Exceptions Site Initiative
33.	To consider the placement of benches around the Parish
34.	Residents' Concerns Waste Collection Service
35.	Any Other Information
36.	Items for next agenda for Parish Council Meeting June 2024
37.	Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2026, date to be confirmed. Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 16 June 2025. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood at 7.30pm.