

Broomfield and Kingswood Parish Council

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



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 7 April 2025

Present at meeting: Cllr Gareth Davies (Chairman), Cllr Robert Mercer and Cllr Chris Pink.

Hayley Roberts - Parish Clerk/RFO

Cllr Shellina Prendergast

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 7:31pm

Min No	Item	Action
328.	To receive and approve apologies for absence	
328.1	Cllr Clark – prior commitment	
328.2	Cllr Clarke – prior commitment	
328.3	Cllr Moss – prior commitment	
328.4	Cllr Blainey – prior commitment	
329.	Councillors Declarations of interest in items on the agenda	
329.1	Lobbying – Item 6.1 - None	
329.2	Personal Interest – None	
329.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
330.	To appoint a Chairman for the meeting in the absence of Chairman Cllr Clark Vice Chairman	
	Cllr Davies was present and Cllrs resolved that he should be Chairman for the meeting.	
331.	Welcome by the Parish Council Chairman, Cllr Gareth Davies	
332.	Reports from Representatives of Outside Bodies	
332.1	Maidstone Borough Council – Ward Councillor – Cllr Gill Fort – apologies received due to a town hall	
	meeting.	
332.2	Kent County Council – County Councillor – Cllr Shellina Prendergast	
	I have been providing regular reports which have been published within the minutes. I have been out	
	and about campaigning around Broomfield and Kingswood and meeting residents.	
	Streetworks – I look to arrange a meeting with KCC and Parish Councils after the 1 st of May elections,	
	providing I am re-elected. The bulk of roadworks is down to utility providers and these tend to be	
	mainly emergency works. A Government select committee has been set up to tackle emergency road	
	works and they met in March at Parliament with a proposal. Primary legislation will need to be changed	
	and I will update on this as I receive more information.	
	Devolution – As per my previous update KCC was turned down in February however Local	
	Government Reorganisation is still going ahead and a proposal went in on the 21 st of March 2025.	
	There will be an announcement commencing 28 th April and government are expecting a full proposal	
	from KCC in November. Again, I will update on this as and when I receive information.	
333.	Cllr Shellina Prendergast left the meeting at 19.51pm	
334.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council	
	Minutes of Parish Council Meeting held on 17 th March 2025	
	The above minutes were approved as a true copy and duly signed by Cllr Davies.	
335.	Planning Applications	
	Application No: 25/500263/FULL	
	Proposal: The Chimneys Gravelly Bottom Road Kingswood Kent ME17 3NX	
	Address: Midway 47 Charlesford Avenue Kingswood Kent ME17 3PH	
	After due consideration CIIrs had no objections to this application.	
	Signed	

336.	Planning Outcomes (for report only) Application 25/500263/FULL Address: The Chimneys Gravelly Bottom Road Kingswood Kent ME17 3NX Proposal: Demolition of existing conservatory, front porch and bathroom. Erection of a single storey rear and side extension with loft conversion including 2no. front dormers, 1no. rear dormer, 4no. roof lights, erection of a replacement front porch and improvements to existing access driveway. Application Permitted 27.03.2025	
337.	 Actions & Outcomes (for report only) Damaged wooden post – Cllr Davies inspected and suggested that the post should remain for now but that we should keep an eye on whether or not this becomes regular damage being caused. If it does, we will have to take further action. 	
338. 338.1	Finances and Payment of Accounts Bank reconciliation March 2025 This was circulated to ClIrs prior to the meeting and agreed by all at the meeting and signed by ClIr Pink and RFO.	
338.2	Responsible Finance Officer's report March 2025 This was circulated to ClIrs prior to the meeting and agreed by all at the meeting and signed by ClIr Mercer and ClIr Davies.	
338.3	To approve the schedule of payments for April 2025 This was circulated to ClIrs prior to the meeting and agreed by all at the meeting and signed by ClIr Mercer and ClIr Davies.	
338.4	To ratify payments already made in March 2025 This was circulated to ClIrs prior to the meeting and agreed by all at the meeting and signed by ClIr Mercer and ClIr Davies.	
338.5	Reconciliation of invoices against cheques and ledger for March 2025 Cllrs reconciled the invoices against the ledger Cllr Pink initialled the invoices and ledgers accordingly.	
338.6	To consider the year end performance against the 2024/25 budget Cllrs considered the year end budget and resolved that income was higher than expected due to various grants received for projects and interest payments being higher than budgeted for. The Sports Field maintenance costs were a lot higher than expected due to items being picked up on the annual inspection requiring attention. Overall everything has remained within the budget set.	
338.7	To review authorised signatories on the Nationwide and UTB bank accounts and amend accordingly Clerk has reviewed the authorised signatories on the bank accounts. Two previous ClIrs to be removed from the Nationwide and UTB accounts and new ClIrs to be added to the Nationwide and UTB accounts. ClIrs Robert Mercer, Christopher Pink, Linda Blainey and Malcolm Clarke to be added as signatories to Nationwide account and Robert Mercer and Linda Blainey to be added as signatories on UTB account. Clerk to action.	Clerk
338.8	To resolve to agree and renew KALC and NALC membership for 2025/26 Cllrs discussed and resolved to renew the membership for 2025/26 at a cost of £776.12 per annum. Clerk to action.	Clerk
338.9	To resolve to agree rent for Tall Trees and Scout Hut for the Financial year 2025/26 Cllrs resolved to increase the rent for Tall Trees by RPI of 3.6%. The Scout Hut rent is to remain the same due to the continued use of electricity for the CCTV equipment. Clerk to invoice accordingly.	Clerk
339. 339.1	Sports Field Review of the month's Sports Field Inspection Sheets No issues to report.	
339.2	To review Headcorn FC contract for The Sports Field Cllrs reviewed the contract and resolved that no changes need to be made and they are happy for Headcorn FC to use the Sports Field on the same basis for the 2025/26 season.	
339.3	To review newly installed CCTV at the Sports Field and resolve if a further camera is required CCTV has now been fully installed and is active. On review there is one area of the Sports Field not fully covered by the new CCTV. Cllrs resolved to proceed with the installation of an additional camera at a cost of £375+VAT. Clerk to arrange.	Clerk
	Signed	

340.	Policing Crime Figures	
	Nothing new showing.	
341.	To review and adopt the Parish Council Action Plan for 2025 Cllrs reviewed and adopted the Parish Council Action Plan for 2025. Signed by Cllr Davies.	
342.	Residents' concerns Dog Fouling CIIr Davies discussed an incident at the Sports Field that he was made aware of whereby a dog owner refused to pick up their dogs mess even when approached by another user. Eventually after an argument the dog mess was picked up and disposed of correctly. CIIrs want to remind residents and users of the Sports Field that the CCTV has now been upgraded, CIIrs will review the CCTV and use it to prosecute anyone not picking up after their dog. A lot of people use the Sports Field and we want to ensure it is used correctly, we would hate to have to consider banning dogs from the Sports Field completely.	
343.	Any other information Benches - Cllr Mercer to look into the possibility and cost of placing benches around the village for residents to use.	Clir Mercer
326.	Items for next agenda To consider the placement of benches around the Parish	
327.	Parish Council Meeting	
	The next meeting of the Parish Council is scheduled for Monday 19 th May 2025 and will be the Annual Parish Council Meeting (7pm) and Annual Parish Meeting (8pm). The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7pm.	
	Cllr Davies closed the meeting at 8.28pm. Signed	