



# 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 21 June 2021

**Present at meeting:** Cllr Tina Clark (Chairman); Cllr Simon Pearce; Cllr Chris Pink; Cllr Laura Hubbard; Cllr Aimee Parker; Cllr Katherine Ross and Cllr Ron Kemp

Hayley Roberts - Parish Clerk

There was two 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
294	<b>To receive and approve apologies for absence</b> Cllr Ken Pattison – Personal Matter Cllr Gareth Davies – Illness Cllr Jo Gosden – Illness	
<i>Cllr Ron Kemp arrived at 7.32pm</i>		
295. 295.1 295.2 295.3	<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	
296.	<b>Welcome by the Parish Council Chairman, Tina Clark</b>	
297. 297.1  297.2	<b>Reports from Representatives of Outside Bodies</b> Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies received.  Maidstone Borough Council – Ward Councillor – Gill Fort - apologies received.	
298.  298.1  298.2  298.3	<b>Planning Applications</b> The following Planning Applications to be considered and resolved:  298.1 Application Ref: 21/502519/FULL Proposal: Demolition of existing garage. Erection of single storey rear and side extension including the conversion of loft into habitable space, with insertion of front and rear dormers, rooflights and rear Juliet balcony. Address: Dunure 44 Chestnut Drive Kingswood Maidstone Kent ME17 3PJ <b>After due consideration Cllrs resolved to defer to MBCs Planning Officers determination.</b>  298.2 Application Ref: 21/502735/FULL Proposal: Erection of a first floor extension to existing bungalow, a part two/part single storey side and single storey front extension, part two storey/part single storey side and single storey rear extension, roof terrace and changes to fenestration. Address: The Cedars Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NT <b>Approved.</b>  298.3 Application Ref: 21/502504/FULL Proposal: Demolition of existing garage and erection of a two storey rear extension and insertion of rooflights and Juliet balcony. Location: Touchwood 51 Charlesford Avenue Kingswood Maidstone Kent ME17 3PH <b>Approved.</b>	
Signed _____		

<b>299.</b>	<b>Planning Outcomes (for report only)</b> Cllrs noted that MBC had determined the following planning applications:	
299.1	Application Ref: 21/501308/LBC Proposal: Listed Building Consent for erection of an outbuilding. Location: Westlea Barn, Upper Street Broomfield Maidstone Kent ME17 1PS MBC Decision: Withdrawn by Applicant	
299.2	Application Ref: 21/501307/FULL Proposal: Erection of an outbuilding. Location: Westlea Barn, Upper Street Broomfield Maidstone Kent ME17 1PS MBC Decision: Application Refused 24.05.21	
299.3	Application Ref: 21/501710/FULL Proposal: Erection of a two storey side extension with a single storey rear extension and a porch. Location: 4 Cayser Drive Kingswood Maidstone Kent ME17 3QB MBC Decision: Application Permitted 25.05.21	
299.4	Application Ref: 21/501960/FULL Proposal: Demolition of conservatory. Erection of a front porch and single story rear extension. Location: 1-2 Upper Street Cottages Upper Street Broomfield Maidstone Kent ME17 1PR MBC Decision: Application Permitted 04.06.21	
<b>300.</b>	<b>To approve the minutes of the meetings of Broomfield &amp; Kingswood Parish Council</b> Minutes of Parish Council Meeting held on 17 May 2021. The above minutes were approved as a true copy and duly signed by Cllr Clark.	
<b>301.</b>	<b>Actions &amp; Outcomes (for report only)</b> All actions are either complete, in progress or on hold due to COVID restrictions.	
<b>302.</b>	<b>Finances and Payment of Accounts</b>	
302.1	Bank reconciliation – May 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Hubbard.	
302.2	Responsible Finance Officer's report May 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Hubbard and Cllr Parker.	
302.3	To approve the schedule of payments for May 2021 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Clark and Cllr Kemp.	
302.4	To ratify payments already made in June 2021 Cllrs resolved to ratify payments already made in June 2021.	
302.5	Reconciliation of invoices against cheques and ledger for May 2021 Councillors reconciled the invoices against the ledger and Cllr Hubbard initialled the invoices and ledger accordingly.	
302.6	To consider performance against the 2020/21 budget Cllrs noted the performance so far during 2021/22.	
<b>303.</b>	<b>To ratify decision to proceed with Sports Field fencing quotation</b>	
303.1	Previously approved via email by all Cllrs. Cllrs ratified decision to approve the Four Seasons Fencing quotation.	
<b>304.</b>	<b>Sports Field</b>	
304.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed and no new action required.	
304.2	To consider and approve quotation for the replacement of the Multi Play Unit – Cllr Hubbard Cllrs discussed quotations and options for the new equipment. Cllrs agreed that Cllr Hubbard, Cllr Parker and Cllr Ross should review the options and decide on a suitable replacement.	<b>Cllr Hubbard/Cllr Parker/Cllr Ross</b>
304.3	To receive an update on the installation of the disabled swing – Cllr Parker Cllr Parker advised that the new swing set will be installed in week commencing the 16 <sup>th</sup> of August.  <b>Signed</b> _____	

304.4	To consider and resolve to approve quotation for benches. Cllrs discussed quotations and further research is required. Clerk to research and to be discussed at next meeting.	<b>Clerk</b>
304.5	To consider and approve quotation of new post for damaged sign. The sign has been relocated and Cllrs resolved that a new post is now not required.	
304.6	To discuss the mowing of the grass. Cllrs discussed the poor state of the mowed grass at the Sports Field. Clerk to feedback to company.	<b>Clerk</b>
304.7	To consider and approve quotation for replacement of the green slide on 'pirate ship'. Cllrs considered and accepted quotation for broken slide. Clerk to action accordingly.	<b>Clerk</b>
304.8	To consider and resolve to accept height barrier repair quotation. Cllrs considered the three quotations. Clerk to contact companies again with Cllr queries.	<b>Clerk</b>
304.9	To consider and accept annual tree survey quotation from Tree Cycle. Cllrs considered and accepted quotation for tree survey. Clerk to action accordingly.	<b>Clerk</b>
<b>305.</b>	<b>Policing</b>	
305.1	Crime Figures Between 00:01 on Saturday 8th of May and 23:59 on Thursday 20th of May in Gravelly Bottom Road. Somebody stole a number plate from a caravan. Crime Report No. 46/86106/21 - Posted 23/05/2021	
305.2	PCSO update – no report received this month.	
<b>306.</b>	<b>To appoint a Data Protection Officer (DPO).</b>	
306.1	Cllrs discussed and resolved to add to the next meeting for decision.	
<b>307.</b>	<b>To agree staff committee terms of reference and scheme of delegation</b>	
307.1	Circulated prior to the meeting and following discussion of the amendments at the meeting Cllrs resolved to approve and adopt the staff committee terms of reference and scheme of delegation. Signed by Cllr Clark.	
<b>308.</b>	<b>To review and approve the following policies</b>	
308.1	Data Privacy Notice Circulated prior to the meeting and following discussion of the amendments at the meeting Cllrs resolved to approve and adopt the policy.	
308.2	Laptop Computer Policy issue 1 Circulated prior to the meeting and following discussion of the amendments at the meeting Cllrs resolved to approve and adopt the policy.	
<b>309.</b>	<b>To discuss RFO computer and printer.</b>	
309.1	Cllrs discussed and resolved that a new laptop and printer be purchased for the RFO. Clerk/RFO to action accordingly.	<b>Clerk/RFO</b>
<b>310.</b>	<b>To consider and approve the purchase of storage boxes for RFO.</b>	
310.1	Cllrs discussed and resolved that storage boxes be purchased for the RFO. Clerk/RFO to action accordingly.	<b>Clerk/RFO</b>
<b>311.</b>	<b>To discuss and approve quotation for the clearance of the permissive footpath.</b>	
	Cllrs considered quotation for clearance of permissive footpath and resolved to accept it.	<b>Clerk</b>
<b>312.</b>	<b>To consider and approve the purchase of flowers and 20L plastic water containers for the village planters.</b>	
312.1	Cllrs discussed and resolved that the budget for the planters was previously agreed in the annual budget and they are happy for the necessary flowers to be purchased.	
312.2	Cllrs agreed to the purchase of one water container. Clerk to action accordingly.	<b>Clerk</b>
<b>313.</b>	<b>To discuss The Queens Platinum Jubilee (2<sup>nd</sup> June 2022 – 5<sup>th</sup> June 2022).</b>	
313.1	Cllrs discussed holding an event to celebrate The Queens Platinum Jubilee and a date was set. The event will be held on Saturday the 4 <sup>th</sup> of June 2022 at The Sports Field. More details to follow later in the year however if there are any local bands that would like to play at the event please contact Hayley Roberts, Parish Clerk.	<b>Clerk</b>
<b>314.</b>	<b>Residents' concerns</b>	
314.1	To consider and resolve what if any action to be taken in respect of: <b>Signed _____</b>	<b>Cllr Parker/Cllr</b>

314.2	Dog Fouling – Cllrs were advised that dog fouling is still a big concern. Cllrs resolved to spray the pavements again with dog fouling offence information.	<b>Ross</b>
<b>315.</b>	<b>Any Other Information</b>	
315.1	Pop Up Café – The Clerk advised Cllrs that the event was a success and very well attended. Residents were very happy to see its return. The next Pop Up Café is on Thursday the 8 <sup>th</sup> of July.	
315.2	Shopping Bus Service – The Clerk advised that the first week has been very very positive. Residents have found the service to be very useful and reliable and have commented about how helpful and friendly the driver is.	
315.3	Kingswood Community SpeedWatch – Local resident Becky Smith is looking to set up a local SpeedWatch group to monitor speeding in the village. If anyone would be interested in volunteering please contact Hayley Roberts the Parish Clerk.	
<b>292.</b>	<b>Items for next agenda for Parish Council Meeting June 2021</b>	
292.1	To appoint a Data Protection Officer (DPO).	
292.2	To consider and resolve to approve quotation for benches.	
292.3	To consider and resolve to accept height barrier repair quotation.	
<b>293.</b>	<p>Parish Council Meeting</p> <p>The next meeting of the Parish Council is scheduled for Monday 5 July and Monday 19 July 2021. If it is felt to be appropriate the meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood from 7;30pm. If not, the meetings will take place virtually via the Zoom Application or Microsoft Teams.</p> <p>There was no further business, Cllr Clark closed the meeting at 9.14pm.</p> <p style="text-align: right;"><b>Signed</b> _____</p>	