



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of a meeting of the Parish Council held at the Village Hall, Kingswood on Monday 18 March 2019

Present: Cllr Tina Clark (Chair); Cllr Tom Hoy; Cllr Gareth Davies; Cllr Janet Tandy; Cllr Peter Page; Cllr Paul Milton (6)

Pam Bower – Parish Clerk

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 Clark opened the meeting at 19:00

Min No	Item	Action
322	To receive and approve apologies for absence Cllr Mike Darling – family commitments Cllr Steve Lakin – work commitments Gail Gosden, RFO	
323 323.1 323.2 323.3	Councillors Declarations of interest in items on the agenda Lobbying – None Personal Interest – None Cllr Page declared an interest in Item 340 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	Amend
324 324.1 324.2	Reports from Representatives of Outside Bodies Kent County Council – County Councillor – Maidstone Rural East –Shellina Prendergast Cllr Prendergast sent her apologies. No report was provided. Cllr Prendergast had previously enquired whether letters had been received from parents of school children re the school bus service. Cllrs were updated on a conversation that had taken place with one of the parents. Clerk to advise Cllr Prendergast accordingly. Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Strategic Plan – this was discussed at Maidstone Borough Councils last Council meeting. There are 4 priorities: <ul style="list-style-type: none"> Enabling Growth and Infrastructure It is predicted there will be a 24.3% increase in the population by 2036 Outcomes for this priority are: <ul style="list-style-type: none"> affordable housing, employment sites and proper infrastructure Stay Clean and Green 93% of Maidstone residents think Maidstone is safe. Outcomes for this priority are: <ul style="list-style-type: none"> Improve enforcement and fly tipping Homes and Communities Last year there were 30 emergency homeless people 	Clerk
	Signed _____	

	<p>22% of residents think their local neighbourhood is affordable so there is a need to work on affordable housing</p> <ul style="list-style-type: none"> ○ A Thriving Place <p>Last year Maidstone had 4.5m visitors and £2.45m was spent in the local community. The unemployment rate is 1.1%</p> <p>The council are keen to keep Maidstone a vibrant area for leisure and culture.</p> <p>The Maidstone East development has moved on and the Kent Medical Campus will grow. More work is needed with local Parish Councils and communities especially in relation to neighbourhood plans</p> <ul style="list-style-type: none"> • Judicial Review – this has been settled ‘out of court’ • MBC have issued a ‘call for sites’ • Cllr Fort advised there were some funds left in her Members Grant and that any applications need to be made before the end of the financial year 	
	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council</p> <p>Minutes of the Parish Council Office Committee Meeting held on 4 February 2019 and Minutes of the Parish Council Meeting held on 04 March 2019 were approved as a true record and signed by Cllr Clark.</p> <p>Minutes of the Parish Council Meeting on 18 February 2019 were approved following amendment and duly signed by Cllr Clark.</p>	Amend
325	<p>Actions and Outcomes (for report only)</p> <p>Cllrs were updated on the outstanding actions:</p> <p>Action No:</p> <p>199 – the best place for the trees to be planted in the sports field to be assessed to ensure that shade is provided but the CCTV is not impeded – relevant information has been requested but not received despite several telephone calls. Following discussion Cllrs resolved that Rumwood Nurseries should be contacted for advice. Cllr Clark and the Clerk to take this forward</p> <p>280.1 – credit card facilities to be arranged for both the RFO and the Clerk – this still needs to be actioned.</p>	<p>Cllr Clark/Clerk</p> <p>RFO</p>
326	<p>Finances and Payment of Accounts - RFO</p> <p>326.1 Bank reconciliation – February 2019 These were circulated prior to the meeting, agreed by all and signed by Cllr Clark.</p> <p>326.2 Responsible Finance Officer’s report This item was circulated and retained on file</p> <p>326.3 To approve accounts for payment & ratify payments already made Councillors resolved to approve the accounts for payment & ratified payments already made.</p> <p>326.4 Reconciliation of invoices against cheques for February 2019 Councillors checked the invoices against the ledger and initialled the invoices and ledger accordingly</p> <p>326.5 ARCK Membership – advice re increase in membership Following discussion Cllrs resolved to continue with membership of ARCK. RFO to action accordingly.</p> <p style="text-align: right;">Signed _____</p>	RFO

326.6	Bank signatories – account management submission form to be completed by authorised signatories This item was deferred until the April meeting as Cllr Darling was not present.	Clerk
327 327.1	Policing Crime figures Between 9:00am on Monday 1st of October and 12:00pm on Saturday 9th of February in Gravelly Bottom Road. A caravan in storage was broken into and various items were stolen	
328 328.1	PCSO attendance at Parish Council Meetings To resolve the Parish Councils expectation re PCSO attendance at Parish Council meetings Following discussion Councillors resolved that it would be beneficial if the PCSO was able to attend Parish Council meetings on a quarterly basis. Clerk to advise accordingly	Clerk
329 329.1	Cllr's Parish Email Addresses To resolve how to move forward with ensuring all Cllrs are using their parish email addresses. Following discussion it was resolved that individual Councillors would contact Cllr. Darling to make an appointment for him to meet with them to facilitate the parish email address	Cllrs
330 330.1	Parish Council Action Plan To monitor relevant actions and take appropriate actions Councillors monitored the monthly action and those relevant to March. <ul style="list-style-type: none"> • All actions relating to a SharePoint facility have not progressed. The action relating to Councillors printing their own documents was queried as it is moving the cost of printing to individual Councillors. • Action relating to supporting the pre-school in their potential move to the Primary School was closed as it was considered to be no longer relevant Councillors were reminded that the whole action plan would be considered at the next Parish Council Meeting	
331 331.1	Maidstone Borough Council's Call for Sites – Cllr Hoy To resolve if the Parish Council should put forward a block of land Following discussion Councillors agreed that they may need to put forward a block of land under MBC's Call for Sites if a site for the Parish Council Office is to move forward. Cllr Hoy to investigate further and report to the next meeting of the Parish Council Office Committee on 1 April 2019.	Cllr Hoy
<i>The meeting closed for refreshments at 20:00 and re-opened at 20:16</i>		
332 332.1	CCTV To resolve how to move forward with the CCTV Cllrs discussed the three options put forward and resolved to proceed with BT. Clerk to take forward and ascertain how cameras can be accessed via an App.	Clerk
333. 333.1	Litter Picking Exercise To resolve if this should take place Following discussion Councillors resolved to undertake a litter picking exercise on Sunday 14 April, 09:00 – 11:00. Clerk to advertise and respond to residents who have expressed an interest. Clerk to ascertain if a risk assessment needs to be Signed	Clerk Clerk

	carried out. It was suggested that the Community Pay Back scheme be considered in the future.	
334 334.1	Broken Fence behind Scout Hut To resolve any action to be taken Councillors considered the pictures that the Clerk had taken of the area which is a footpath and not a Public Right of Way. Following discussions, it was resolved that work should be undertaken to mend the fence. Clerk to contact the village Handyman accordingly.	Clerk
335 335.1	Village Planters To resolve the planting schedule for the planters for the next financial year Councillors resolved that a small budget of £400 be given to the Village Handyman who maintains the planters to enable him to purchase plants as appropriate. Clerk to advise RFO and Village Handyman.	Clerk
336 336.1 336.2	Staff Committee To resolve whether to reinstate the Staff Committee To resolve membership of the Staff Committee if it is reinstated As not all relevant Councillors were present this item was deferred to the April Parish Council meeting.	Clerk
337 337.1	Delegated powers for Committees To resolve whether to delegate partial powers to the Staff Committee and the Parish Council Office Committee This item was deferred as above.	Clerk
338 338.1 338.2	Sports Field Update on installation of play area equipment and signs in the sports field An update had previously been provided to Councillors by the RFO. 336.2 Discussion deferred to PC meet on 15.04.19 Cllrs to resolve to repair the potholes Councillors considered the pictures that the Clerk had taken of the potholes and resolved that the repairs should be undertaken. Clerk to contact the Village Handyman accordingly.	Clerk
339 339.1	Parish Events – Cllr Clark To receive an update on arrangements for the Parish Summer Event Councillors were updated on arrangements for the Parish Event which will take place in the Sports Field on 15 June 2019.	
340 340.1	Parish Noticeboards To receive an update on cost for replacing Broomfield Green Noticeboard and resolve which company to proceed with. Councillors considered 3 quotes for a new noticeboard at Broomfield Green and resolved to proceed with the quote from JRT Signs. Clerk to obtain dimensions for the priced noticeboards Following further consideration by Councillors over email, Clerk to arrange for purchase.	Clerk
341 341.1 341.2	Any other information Update on Ridge Golf Club Councillors were advised that planning permission was granted for both the Call Centre and the car park lighting Results of Household Waste Consultation Councillors noted the result of the consultation and the Members Decision to Signed	

	charge £4/bag for soil, rubble, hardcore and £6/bag for plasterboard with a daily limit on soil, rubble and hardcore of 5 bags/items per day. This was despite 85% of respondents to the consultation either disagreeing (19%) or strongly disagreeing (66%) with the proposal. Councillors expressed concern that this decision would lead to an increase in fly tipping.	
341.3	<p>Clerks Monthly Update</p> <ul style="list-style-type: none"> • The road sign that had fallen by the Chinese restaurant has been replaced. • The broken bollard at junction of Cayser Drive and Bushy Grove has been replaced. • The Clerk has received quite a few compliments about the information distributed via the closed email list. 	Clerk
341.4	<p>Air Walker</p> <p>Councillors were advised that the Air Walker in the Sports Field had been listed as a B/medium risk in the monthly Sports Field Safety Report from Maidstone Borough Council as there is a crack around the weld on the swivel joint. The Village Handyman is due to undertake general rubbing down and repainting and will investigate the crack and report back. Clerk to liaise with Village handyman.</p>	
341.5	<p>Permissive Footpath Signage</p> <p>Councillors were advised that this sign needs replacing, and a quote had been obtained from Maidstone Signs. Following discussion Councillors agreed in principle to accept the quote but felt that 3 signs might be needed. Cllr Davies agreed to walk the path and advise accordingly.</p>	Cllr Davies
342 342.1	<p>Grant Funding Application</p> <p>To resolve to submit an application for Maidstone Borough Council Members Community Grant to repair the permissive footpath</p> <p>Councillors considered quotes for work on the permissive footpath and were advised that the contractors who had quoted had felt that the work was not necessary at this point in time. It was agreed this should be considered again next year. Following further discussion Councillors resolved to submit an application for a new notice board at Broomfield Green. Clerk to take forward</p>	Clerk
343	<p>Items for next agenda</p> <ul style="list-style-type: none"> • Bank Signatories • Action Plan – for the year • Staff Committee • Delegated Powers • Letter to farmers re wildlife • Defibrillator at the Village Hall • Ratification of decision re permissive footpath signs 	
344	<p>Parish Council Meetings</p> <p>If necessary, the next Meeting of the Parish Council will be on Monday 01 April 2019 at The Village Hall, Gravelly Bottom Road, Kingswood from 19:30.</p> <p>The following meeting of the Parish Council will be on Monday 15 April 2019 at The Village Hall, Gravelly Bottom Road, Kingswood from 19:00</p> <p>There was no further business, Cllr Clark closed the meeting at 21:39 Signed _____</p>	