



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 16 September 2019

Present: Cllr Tina Clark (Chair); Cllr Gareth Davies;
Cllr Laura Hubbard; Cllr Mike Darling; Cllr Tom Hoy; (5)

Pam Bower - Clerk
Jo Gosden – RFO

There were 3 members of the public present at the meeting

There were no declarations of intent to record the meeting by Councillors or members of the public.

Cllr Clark opened the meeting at 19:18

| Min No | Item | Action |
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| 125 | To receive and approve apologies for absence Cllr Janet Tandy – family commitments Cllr Gill Fort | |
| 125 | Councillors Declarations of interest in items on the agenda 125.1 Lobbying – None 125.2 Personal Interest – None 125.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – Cllr Darling, Item 5.4 | |
| 126 | Reports from Representatives of Outside Bodies 126.1 Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast <ul style="list-style-type: none"> Cllr Prendergast extending her thanks to those who had completed the CiL Survey despite it taking place in August when most Parish Councils do not have a meeting. Broadband in Broomfield – KCC are supporting the Government's voucher scheme - £1500 from Government and £1000 top up from KCC. This will bring fibre up to the premises. There are criteria attached. School buses – there are issues with the school bus service from Kingswood to Lenham. Cllr Prendergast advised she is addressing these issues with officers. Brexit - KCC has worked with other agencies to ensure delivery of statutory obligations, keeping our highways clear/communities moving and so that business can continue. Other matters are outside of KCC's control and Leaders are lobbying to ensure that effective enforcement is in place so as not to hinder readiness. Local Plan Review – it is important that residents respond to this consultation. Maidstone Borough Council – Ward Councillor – Gill Fort – apologies received. <ul style="list-style-type: none"> MBC Local Plan Review – Cllr Fort requested that residents are reminded that this consultation ends on 30 September. 126.2 | Amendment |
| 127 | 30-mph Speed Limit 127.1 Cllr Prendergast is working with Ulcombe Parish Council on extending the 30-mph speed limit on the Lenham Road to Wents Service Station. It is important that all incidents are reported to the Police via 101 or online. Cllr Prendergast is meeting with KCC's Sue Laporte and Jennie Watson at the beginning of October re this. Most residents on the Lenham Road are supportive of the 30-mph speed limit and support from Broomfield and Kingswood Parish Council would be appreciated. An Ulcombe resident advised that Ulcombe's previous application was not successful for a variety of reasons: Signed _____ | Amendment |

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| | <ul style="list-style-type: none"> When undertaking a speed monitoring the upper and lower percentiles had to be ignored which was not appropriate as the upper one was important. It was felt it would only benefit one resident Residents own the verges and ½ of them were not keen to have a footpath Reducing the speed to 30-mph opens the area up for development, although this is not actually the case. <p>Ulcombe have speed watch equipment which Broomfield and Kingswood Parish Council might be able to borrow.</p> <p>It was suggested and agreed that a Broomfield and Kingswood Parish Councillor attend the Ulcombe Parish Council meeting when this is on the agenda. Clerk to ascertain the date.</p> <p>Cllr Hoy reminded Councillors that re Broomfield Road there are a couple of footpaths along the road which members of the pubic walk along and there is also the golf course crossing point. Clerk to update the Highways Improvement Plan accordingly.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>128</p> <p>128.1</p> | <p>Planning Applications</p> <p>Application: 19/504216/LBC</p> <p>Proposal: Listed Building Consent for internal and external works, consisting of the reinstatement of existing rear door, blocking up of internal doors and removal of screens, together with the external redecoration of the pub and beer store, Insertion of new entrance arbour and extended patio area.</p> <p>Location: Park Gate Inn Ashford Road Hollingbourne Maidstone, Kent, ME17 1PG</p> <p style="text-align: right;">APPROVED</p> | |
| 128.2 | <p>Application: 19/504215/FULL</p> <p>Proposal: Internal and external works, consisting of the reinstatement of existing rear door, blocking up of internal doors and removal of screens, together with the external redecoration of the pub and beer store, Insertion of new entrance arbour and extended patio area.</p> <p>Location: Park Gate Inn Ashford Road Hollingbourne Maidstone, Kent, ME17 1PG</p> <p style="text-align: right;">APPROVED</p> | |
| 128.3 | <p>Application: 19/504381/FULL</p> <p>Proposal: Erection of single storey rear extension to existing dwelling and erection of 1 no. new semi-detached dwelling.</p> <p>Location: 2 Elder Close Kingswood Maidstone Kent ME17 3PR</p> <p>Councillors made no comment and requested that this be deferred to Maidstone Borough Council's Planning Officer's determination</p> | |
| 128.4 | <p>To consider if Cllrs wish to modify/withdraw previous representations re the following:</p> <p>Notification of Appeal Lodged with the Planning Inspectorate</p> <p>Proposal: Erection of a detached dwelling.</p> <p>Location: 3 Kingsbroom Court Kingswood Maidstone</p> <p>An appeal has been lodged by Mrs Linda Ashman in relation to the above for the following reason: Maidstone Borough Council has refused permission for this application</p> <p>Councillors agreed they do not wish to modify/withdraw previous representations.</p> | |
| <p>129</p> <p>129.1</p> | <p>Planning Outcomes</p> <p>Councillors noted following Planning Outcome:</p> <p>Application: 19/502051/FULL</p> <p>Proposal: Erection of a pair of attached front porches</p> <p>Location: 15 & 17 Cayser Drive Kingswood Maidstone Kent ME17 3QD</p> <p>Approved by MBC 12.08.19</p> <p style="text-align: right;">Signed _____</p> | |

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| 130 | <p>Parish Office</p> <p>The Parish Council is not planning for just a Parish Office but a Community Centre that includes a parish office. The village hall is oversubscribed so the Parish Council is looking into the possibility of purchasing or building a property that is accessible for residents and that would provide smaller meeting rooms, an area for a drop-in coffee shop as well as an office for the Clerk and RFO who both currently work from home. When Councillors are required to consider planning applications, the village hall is not always available and so meetings have taken place in the car park. With MBC moving towards online access of planning applications, this would not be possible without an appropriate room.</p> <p>In addition, the results of the survey that was undertaken in 2018 were that 60% of those who responded would like to have a parish office.</p> <p>The Village Hall Committee do not believe that extending the Village Hall or building within the grounds is an acceptable option.</p> <p>Before any work can commence, surveys and consultations with residents will need to take place.</p> | |
| 131 | <p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council</p> <p>131.1 Minutes of the Parish Council meeting held on 19 August 2019 The above minutes were approved following amendment and duly signed as a true record by Cllr. Clark</p> <p>131.2 Minutes of the Parish Council meeting held on 02 September 2019 The above minutes were approved and duly signed as a true record by Cllr. Clark</p> | |
| 132 | <p>Actions and Outcomes (for report only)</p> <p>132.1 All actions are completed or in progress apart from the following which are still outstanding: 78.1 – Actions from Maria Craigdene's annual inspection of play areas 91.7 – Consideration of the height barrier 104.1 – Parish Office</p> | |
| <i>Meeting closed for refreshments at 20:35 and restarted at 20:50</i> | | |
| 133 | <p>Finances and Payment of Accounts - RFO</p> <p>133.1 Bank reconciliation – August 2019 This was circulated prior to the meeting, agreed by all and signed by a Councillor.</p> <p>133.2 Responsible Finance Officer's report This item was circulated and retained on file.</p> <p>133.3 To approve accounts for payment & ratify payments already made Councillors resolved to approve the accounts for payment & ratified payments already made.</p> <p>133.4 Reconciliation of invoices against ledger for June 2019 Councillors reconciled the invoices against the ledger and initialled the invoices accordingly.</p> <p>133.5 To resolve to accept the quote for 3 x vertical pull latch locks for the play area gates Councillors resolved to accept the quote. Clerk to advise Jackson's Fencing accordingly</p> <p>133.6 To resolve to accept quote for another sign in the Sports Field Councillors resolved to accept the quote. RFO to advise Maidstone Signs accordingly</p> <p>133.7 To consider if the Internal Auditor should be asked to undertake a 1/2 yearly audit Following discussion Councillors agreed that the Internal Auditor should be asked to undertake a ½ year audit but for subsequent years, 2 x Councillors would undertake an internal audit. RFO to organise and Clerk to be in attendance.</p> <p style="text-align: right;">Signed _____</p> | <p>Clerk</p> <p>RFO</p> <p>RFO</p> |

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| 134 134.1 | Broomfield and Kingswood Financial Regulations To consider and adopt the amended Broomfield and Kingswood Financial Regulations Councillors considered the suggested amendments and requested that further ones be made. Clerk to action and this to be an agenda item on the October Parish Council Meeting for adoption. | Clerk |
| 135 135.1 | 202/21 Budget To consider a first draft of the Parish Council's 2020/21 budget Councillors considered the draft budget presented and suggested some amendments. A second draft to come to the Oct Parish Council meeting. | Clerk/RFO |
| 136 136.1 | Policing Crime Figures <ul style="list-style-type: none"> On Thursday 22nd of August between 12:01am and 9:00pm in Broomfield. Somebody stole nine iron gates from a field in the grounds of Leeds Castle Between 12:01am on Tuesday 13th of August and 12:30pm on Tuesday 20th of August in Gravelly Bottom Road. Somebody broke into an industrial property and stole various items. | |
| 137 137.1 | Parish Council Action Plan To monitor the action plan and take appropriate actions Councillors noted that all actions are either complete or in progress. | |
| 138 138.1 | Training for Councillors and Staff To consider training that is currently available and resolve if it should be accessed by Councillors/staff Councillors were advised that there are no new training opportunities available at the moment. | |
| 139 139.1 | Quarterly Parish Liaison Meetings To receive an update on this forum and resolve if a Cllr would like to be a part of this forum April 2020 onwards Following discussion Councillors agreed that this was not an appropriate forum for a councillor to attend. | |
| 140 140.1 | Scouts Camp Fire Councillors to review use of site by Scouts for Campfires Councillors agreed that this was not causing any problems and it was agreed that the Parish Council should review this again in a years' time. | Clerk |
| 141 141.1 | 5G Mobile Coverage in rural areas Councillors to consider if they wish to respond to the NALC Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage in Rural Areas Following discussion Councillors agreed that they would concur with NALCs response. Clerk to advise accordingly. | Clerk |
| 142 142.1 | GDPR issues To consider the report produced by the Clerk and its recommendations Councillors considered the report and agreed with the recommended actions. Clerk to ascertain at which Parish Council meeting the actions should be undertaken. | Clerk |
| 143 143.1 | Delegation of Powers to Clerk regarding planning applications Councillors to resolve to adopt the delegation of powers to the Clerk re planning applications Councillors considered the document presented by the Clerk and agreed to approve and adopt. Cllr Clerk duly signed the document. | |
| 144 144.1 | Sports Field To receive and update on repairs in the play area Councillors were advised that the Cargo net on the Multi Timber Unit has been fixed and the missing cap on the red fence is with the Village Handyman for fitting Signed _____ | |

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| <p>144.2</p> <p>144.3</p> | <p>Another part of the play equipment has broken so the Clerk is in the process of seeking to get it repaired and is hoping it will still be under warranty.</p> <p>To consider if it is necessary to continue with MBC undertaking safety checks in the play area. Following discussion Councillors agreed that the inspections should continue. Sports Field Gates – Cllr Clark</p> <p>Councillors discussed the opening and closing of the Sport Field gates and agreed that in the first instance the cost for a security firm to undertake this should be ascertained.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>145</p> <p>145.1</p> | <p>Reports</p> <p>Bringing the NHS Long Term Plan to life in Kent and Medway, 11.09.19 – Clerk Cllrs Clark advised that this was a useful meeting. The NHS are looking to bring services out of hospitals and into the community. Two or more surgeries will join as a group whilst keeping their own premises and as a result will be able to offer more services and reduce the need for patients to go to hospital. The focus will also shift more to prevention.</p> | |
| <p>146</p> <p>146.1</p> | <p>Monthly Coffee Morning</p> <p>Councillors to resolve who will attend the October and November monthly coffee mornings. Following discussion Cllr Darling agreed to attend the October meeting, Cllr Hoy the November one and Cllr Clark the December one.</p> | |
| <p>147</p> <p>147.1</p> <p>147.2</p> <p>147.3</p> <p>147.4</p> <p>147.5</p> <p>147.6</p> <p>147.7</p> <p>147.8</p> | <p>Any other information</p> <p>Consideration of planning application from last meeting, Application Number: 19/503070/FULL Following further consideration Cllrs APPROVED the application. This decision to be ratified at the October Parish Council meeting.</p> <p>MBC Local Plan Review representation from Parishes Following discussion Cllrs agreed that this Parish had no particular issues to raise. Clerk to obtain a copy of the Terms of Reference for this group.</p> <p>Litter Picking Cllrs were advised that all the litter picking equipment has been purchased apart from the Signs. Cllrs agreed that the RFO should purchase large warning signs that could be placed on the roadside when litter picking is taking place.</p> <p>Cherry Picker for CCTV pole Cllr agreed that the cost of a 15m one should be ascertained.</p> <p>Members Grant Following discussion Cllrs agreed that an application should be submitted for various maintenance costs linked to the sports field. This decision to be ratified at the October Parish Council meeting.</p> <p>Citizens Academy Cllr Davies had attended this meeting. Further meetings will be held covering 9 modules in total. Kent Police are keen to know what they are doing right and what they are doing wrong. Clerk to forward Cllr Davies address to the Police Neighbourhood watch Coordinator.</p> <p>Permissive Footpath Sign Cllr were advised that Cllr Hoy has erected a new Permissive Footpath sign at the entrance from the Sports Field.</p> <p>Big Bus Conservation update. The Clerk advised Cllrs that KCC are hoping to be in a position to provide an update on the Maidstone Feeder Pilots in the next couple of weeks. Meetings have been taking place between KCC and UKPN to progress the relocation of the UKPN power cables</p> <p>Signed _____</p> | <p>Clerk</p> <p>Clerk</p> <p>RFO</p> <p>RFO</p> <p>Clerk</p> <p>Clerk</p> |

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| | located below the proposed layby location. Work is taking place behind the scenes and an update will be sent shortly. | |
| 148 | Items for next agenda <ul style="list-style-type: none"> • Parish Office • Sport Field Gates • Financial Regulations • Draft Budget • Ratification of Planning Decision • Cherry Picker • Ratification of decision re Members' Grant | |
| 149 | Parish Council Meetings The next meeting of the Parish Council will be on Monday 21 October 2019, at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. There was no further business, Cllr Clark closed the meeting at 22:36 <p style="text-align: right;">Signed_____</p> | |