



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the meeting of the Parish Council held virtually via Zoom
on Monday 15 February 2021

Present: Cllr Tina Clark (Chair); Cllr Gareth Davies; Cllr Chris Pink; Cllr Laura Hubbard; Ken Pattison; Cllr Aimee Parker; **Cllr Ron Kemp (amendment) (7)**

Pam Bower - Clerk

There were three members of the public present.

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

Cllr Clark opened the meeting at 19:19

Min No	Item	Action
	Winners of the litter competition Anya Hayes, winner of the over 7 age group and Brooke Cloke, winner of the under 7 age group joined the meeting. The Chair congratulated both Anya and Brooke and advised that a certificate and the prize would be delivered to them, and once it was possible to meet in public, an event would be held celebrating all the outstanding contributions and achievements of residents during lockdown.	Cllr Clark
194	To receive and approve apologies for absence Apologies were received and approved for: Cllr Kat Ross – personal reasons Jo Gosden, RFO – annual leave	
195 195.1 195.2 195.3	Cllrs Declarations of interest in items on the agenda Lobbying – None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
196 196.1 196.2	Reports from Representatives of Outside Bodies Kent County Council – County Cllr – Maidstone Rural East – Shellina Prendergast – apologies received Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Local Plan – a briefing meeting is scheduled for next week with councillors. The meetings of the Joint Transportation Board and the Strategic Planning and Infrastructure Committee have taken place and the Leeds Langley Relief Road was discussed. This is being looked at more closely as something does need to be in the Local Plan about this. Some form of development might need to be linked to it however. Planning Application 20/505978/P20ZA - The Homestead, Gravelly Bottom Road – a lot of complaints have been uploaded re this and Cllr Fort will visit the site. There is concern that if it goes ahead a precedent will have been set. The Parish Council are unable to comment. As a public body representing those who live in the parish, any public comment made regarding what might happen in the future could be seen as a serious breach of its duties. Cllr Fort agreed to ascertain clarification on the process from the relevant planning officer. Planning Application: 21/500168/FULL – Loxley House – this has been called in to MBC's Planning Committee 	Cllr Fort
197. 197.1	Planning Applications The following Planning Application to be considered and resolved: Application: 21/500505/TPOA Proposal: TPO Application - Works required to row of oak trees at the front of property, all trees between 30-35 metres in height. Trees: (1) cut back branches overhanging Broomfield road and touching phone lines - a branch was recently hit by a lorry and fell onto Broomfield Rd. Cut back some of the branches which have Signed	

	<p>overgrown and overhang Kingsbroom Court, reduce height by 2 metres. Trees (2 and 3) cut back branches overhanging Broomfield Rd. Reduce height by 2 metres Trees (4 - 11) on the plan to have height reduced by 2 metres as they are extremely tall and have not been pruned for years. Reason for works: Risk of wind damage, with branches recently falling into roads after being hit by lorries. Location: 3 Kingsbroom Court Kingswood ME17 3ST</p> <p style="text-align: right;">APPROVED</p> <p>After due consideration Councillor approved this application.</p>	
198.	<p>Planning Outcomes (for report only) Cllrs noted that MBC had determined the following planning applications:</p> <p>Application: 20/502117/FULL Proposal: Change of use of land and the stationing of 12no. holiday cabins, with associated landscaping and access Location: The Finches Chartway Street East Sutton Kent ME17 3DU MBC Decision: Application Refused 29.01.21</p> <p>Application: 20/505261/FULL Proposal: Single storey rear extension and first floor side extension over existing garage Location: Wylendra Lenham Road Kingswood Maidstone Kent ME17 1LZ MBC Decision: Application permitted 27.01.21</p> <p>Application: 20/505114/FULL Proposal: Erection of a single storey side extension to form larger kitchen Location: 1 Estate Yard Cottages Upper Street Broomfield Maidstone Kent ME17 1PP MBC Decision: Application permitted 01.02.21</p> <p>Councillors noted that the following application had been withdrawn:</p> <p>Application: 20/504534/TPOA Proposal: TPO application to coppice Approx. 1.3 acres of mature sweet chestnut (including a small number of birch) as shown on tree location plan Location: 14 Cayser Drive (adjacent land east of) Kingswood, ME17 3QB MBC Decision: Application Withdrawn</p>	
199. 199.1	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 18 January 2021 Minutes of Parish Council Meeting held on 01 February 2021 The above minutes were approved. Cllrs resolved that as this meeting was a virtual one, the minutes could be signed as a true record by Cllr Clark outside of the meeting.</p>	<p>Amendment Cllr Clark/Clerk</p>
200.	<p>Actions & Outcomes (for report only) Cllrs noted that most actions are either complete, in progress or on hold. The Clerk advised that she would be unlikely to be able to complete the Asset Register and this would need to be done by the RFO when she returns from Annual Leave.</p>	RFO
201. 201.1 201.2 201.3 201.4 201.5	<p>Finances and Payment of Accounts - RFO Bank reconciliation – January 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Cllrs resolved that the documents could be signed by two Councillors outside of the meeting.</p> <p>Responsible Finance Officer's report January 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Cllrs resolved that the documents could be signed by two Councillor outside of the meeting.</p> <p>To approve the schedule of payments for February 2021 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments.</p> <p>To ratify payments already made in January 2021 Cllrs resolved to ratify payments already made in January 2021.</p> <p>Reconciliation of invoices against cheques and ledger for January 2021 As the meeting was a virtual one, Cllrs resolved that the invoices could be reconciled against the</p>	<p>Cllrs/Clerk Cllrs/Clerk</p>
	Signed _____	

	ledger and the invoices and ledger initialled accordingly by a Councillor outside of the meeting.	Cllr/Clerk
201.6	To consider the performance against the 2020/21 budget Cllrs noted the performance against the 2020/21 budget	
201.7	To resolve to accept the quote for grass maintenance in the sports field and village One quote had previously been circulated to Councillors but 2 more are needed. Clerk to send Cllr Clark the companies who had quoted last year. This to be an agenda item at the March PC meet.	Clerk/Cllr Clark
201.8	Parish Service Scheme and S137 Cllrs were advised that the figures put in the 2021/22 budget for the S137 monies and the PSS were underestimates. The Clerk had sought advice from the Internal Auditor who had advised that the budget should not be adjusted.	
202	Sports Field	
202.1	Review of the month's Sports Field Inspection Sheets The CCTV is now working, and a resident had reported that the 'Ship' had been vandalised. Cllr Davies to look at this and Cllr Pink to check the CCTV. This to be reported to the PCSO.	Cllr Davies/Cllr Pink/Clerk
202.2	Update on issues with Junior Play Unit The Clerk advised that she had contacted Playdale who make the equipment and they had not advised putting a sign up or putting horizontal ropes across. They had suggested a newer version of the Unit but Cllrs raised concerns that there would still be the same issue. Cllr Parker agreed to investigate putting rubber matting under the bridge and to source other exciting replacement pieces of play equipment. This to be an agenda item at the March PC meet.	Cllr Parker/Clerk
202.3	To receive an update on the Sports Field Fencing Cllr Davies advised that he has asked Jacksons to quote for providing a fence like that alongside the permissive footpath.	
203.	Policing	
203.1	Crime Figures Sunday 7th of February around 4:30pm in Laurel Grove. Somebody damaged a fence at a residential property.	
204.	Capital Project Ideas - located in Kent and Medway	
204.1	CCTV – Cllr Pink Cllrs were advised that 2 quotes had been received and one company had withdrawn. Both quotes were very high. Following discussion, it was resolved that the current system should be waterproofed and further consideration be given to upgrading the system when/if the Community Building progresses. Cllr Pink to source quotes for the waterproofing and the funding form to be submitted	Cllr Pink/Clerk
204.2	Community Building – Cllr Pattison Cllr Pattison talked Cllr through the funding form. Cllr Pattison to make amendments. Clerk to submit the amended form and a section of the Parish News to be used for information etc re the Community Building.	Cllr Pattison/Clerk
205.	Staff Committee	
205.1	Feedback from the Staff Committee meet following the RFO's return from Maternity Leave Cllr Davies advised that the Staff Committee had met informally with the RFO who has now finished her Maternity Leave and is using up her Annual Leave. The RFO has requested that she reduce her hours from 48 to 24. In addition, she would not be able to attend Parish Council meetings. The Staff Committee need to give this serious consideration as this has a knock-on effect on the recruitment of a new Clerk.	
205.2	To resolve where the Parish Office files and equipment should be stored pending the arrival of a new clerk Following discussion, Cllrs resolved that a small storage unit be hired in the short term. Cllr Clark to investigate. The Village Handyman be asked to move the files and equipment and Cllr Pink and the Clerk to liaise re the broadband and landline requirements.	Cllr Clark/Cllr Pink/Clerk
205.3	To consider the systems currently used by the Clerk and RFO and resolve if they should be upgraded After due consideration, Cllrs resolved that: <ul style="list-style-type: none"> The Clerk's current computer be given to the RFO A new laptop, monitor with camera and carry case be purchased for the new Clerk Signed	Cllr Pink/Clerk

	<ul style="list-style-type: none"> The present Clerk to take the RFO's old computer when she moves 	
206 206.1	OneDrive To resolve how to move forward with the use of the OneDrive After due consideration Cllrs resolved that the existing OneDrive should be used but as this can only be operated from a laptop, 4 x basic laptops should be purchased for those Cllrs who do not have a working laptop of their own. A relevant policy would need to be put in place regarding their use and they would need to hand the laptop back to the Clerk when they ceased to be a Councillor. Cllr Pink and Clerk to action accordingly.	Cllr Pink/Clerk
207. 207.1	Co-option of Simon Pearce To resolve to co-opt Simon Pearce onto the Parish Council Cllrs unanimously resolved to co-opt Simon Pearce onto the Council. Clerk to advise MBC and book a place on the Dynamic Cllr Training session.	Clerk
208. 208.1	Joint Parishes Group To resolve which Cllr will be the rep on this group Simon Pearce agreed to be a rep on this group. Clerk to advise accordingly.	Clerk
209. 209.1	Parish Council Action Plan To resolve to adopt the 2021 Parish Council Action Plan After due consideration Cllrs requested that some minor amendments be made and that residents be asked if they would like any particular actions to be put on the plan. Clerk to action accordingly.	Clerk
210. 210.1 210.2	Any other information <ul style="list-style-type: none"> Update on disabled Swing Cllr Parker provided an update on the purchase of a disabled swing. This to be an agenda item at the March Parish Council meeting. Gritting of the Village Clls were advised that there is a lot of concern amongst residents re the lack of gritting of the village. Cllrs were advised that gritting is the responsibility of KCC. Clerk to enquire about getting more grit bins in the village. 	Clerk Clerk
211.	Items for next agenda <ul style="list-style-type: none"> Grass Maintenance quotes Junior play Unit Disabled Swing in Play Area 	Clerk
212.	Parish Council Meetings The next meeting of the Parish Council will be on Monday 15 March 2021. If it is felt to be appropriate, the meetings will take place at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. If not, the meetings will take place virtually via the Zoom Application. There was no further business, Cllr Clark closed the meeting at 21:17 <p style="text-align: right;">Signed_____</p>	