



Minutes of the Meeting of the Parish Council



Min No	Item	Action
	<p>Issues raised by members of the public attending the meeting</p> <p>1. Photos of the Parish Event Concern was raised that photos were taken of the Parish Event held on 15 June and that these included photographs of children. Members of the Public were advised that these were not taken on behalf of the Parish Council.</p> <p>2. Wi-Fi The Parish Council were advised that they can now access the Pre-School Wi-Fi at the village hall via Guest Wi-Fi.</p> <p>3. Control of Dogs in the Sports Field Concern was raised at the number of dogs that are unsupervised on the Sports Field and also tied to the playground railings. The Parish Council advised that there are notices around the Sports Field requesting that owners keep control of their dogs. Following discussion, the Parish Council resolved that it would investigate putting a hitching post up away from the railings for dogs to be tethered to.</p> <p>4. Children opening the gate to the play area Following discussion Councillors agreed to investigate having different gates. Cllr Clark agreed to look at the gates at Mote Park.</p>	<p>Clerk</p> <p>Cllr Clark</p>
32	<p>To receive and approve apologies for absence</p> <p>Cllr Laura Hubbard– family commitments</p> <p>Cllr Mike Darling – family commitments</p>	
33	<p>Councillors Declarations of interest in items on the agenda</p> <p>33.1 Lobbying – Cllr Davies re item 35.1</p> <p>33.2 Personal Interest – None</p> <p>33.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None</p>	
34	<p>Reports from Representatives of Outside Bodies</p> <p>34.1 Kent County Council – County Councillor – Maidstone Rural East –Shellina Prendergast The Clerk read Cllr’s Prendergast report from 15 April 2019:</p> <p>Buses –I am pleased that the service is running more efficiently. I will continue to work with Arriva and KCC Officers on finding a solution to reduce the journey time for our young people – a point which I raised at the recent East of Maidstone Bus meeting</p> <p>Signed</p>	

	<p>where Cllr. Clark was also present. The bus pilot work continues, and I will advise you of any updates as and when prior to the launch of the service. A KCC Member Review Group has also been set up to monitor the pilots – I'm not part of this group but will ensure I am kept updated on the Maidstone pilots.</p> <p>Highways – As you will be aware from my previous reports, work on the Leeds/Langley relief road was put on hold whilst the Judicial Review action by Maidstone Borough Council was ongoing. Now that the situation has been resolved, I am seeking some more information on how it is intended to progress this and will update you accordingly.</p> <p>Young Persons Travel Card – KCC will continue to provide the discretionary travel scheme – albeit at an increased cost of £350pa. A new scheme has been introduced to allow payment in instalments. The cost of the pass to students from low income families remains at £100pa. KCC will maintain the provision of free passes to those children in care and care leavers and the current offer to families purchasing more than two standard cost passes will be maintained so that they only pay for the first two.</p> <p>Cllr Prendergast further updated the meeting:</p> <p>SEND – this has and is taking up a considerable amount of time along with work associated with Lenham's Neighbourhood Plan and the improvement of the M20 Junction 5 and the A249.</p> <p>Bus Pilot – this has been delayed as the work to install a layby at the bus stop along the Sutton Road, opposite Morrisons, has had to stop as UKPN power cables have been found directly underneath the proposed location. UKPN have been contacted and chased to relocate the cables and work cannot commence until this is done. KCC advise they will keep Parish Councils updated and have confirmed that the improved bus pilot will still go ahead and will operate for 12 months, irrespective of the delays. In the meantime the 59 bus will continue on its current timetables until the improvements have been successfully registered. Cllr Prendergast advised she is now part of the Member Review Group.</p> <p>Defibrillator for the village hall – Cllr Prendergast advised that she would be happy to contribute to the cost of this from her Members Grant. However, Kent Fire & Rescue should be contacted as it is possible they may also be able to assist.</p> <p>Cllr Prendergast would also be willing to offer assistance with the Parish Council's Highways Improvement Plan and also broadband issues in Broomfield.</p> <p>Cllr Prendergast is keen to get the 30mph speed limit on the Lenham Road extended as far as Wents Garage. The Parish Council resolved to support this.</p>	
34.2	Maidstone Borough Council – Ward Councillor – Gill Fort – Apologies received – no report provided.	
35	<p>Planning Applications The following Planning Applications to be considered and resolved:</p> <p>35.1 Application: 19/502405/FULL Proposal: Erection of chalet Style two storey side extension. Location: 27 Bushy Grove, Kingswood, Maidstone, Kent, ME17 3QL APPROVED</p> <p>Councillors approved this application on the basis that this application has addressed the comments made by the Planning Officer in relation to the previous application number 18/505910/FULL</p> <p>35.2 Application: 19/502268/FULL Proposal: Proposed single storey extension at ground floor with a basement, first floor extension and associated landscaping works Location: Barnhall Lodge, Gravelly Bottom Road, Kingswood, Maidstone, Kent, ME17 3NS</p> <p>Signed _____</p>	

35.3	<p style="text-align: right;">APPROVED</p> <p>Councillors approved this application on the basis that this application has addressed the reasons why the previous application number 18/503432/FULL was refused</p> <p>Application: 19/502447/FULL Proposal: Replacement of existing timber stables with a timber American style barn of a similar size and scale. Location: Summerwood Farm, Pitt Road, Kingswood, Maidstone, Kent, ME17 3NR</p> <p style="text-align: right;">APPROVED</p> <p>Councillors approved this application</p>	
36	<p>Planning Outcomes (for report only) 19/501634/TPOA, 6 Nine Oaks Court, Kingswood, Maidstone, Kent G1 – Reduce group of coppice Chestnut in decline by up to 1.5m. T1 & T2 – Fell stems to ground on Sweet chestnut in decline Application permitted 22.05.19</p> <p>19/501512/FULL - Uplands, Gravelly Bottom Road, Kingswood, Maidstone, Kent Construction of steel-clad garden and hay store Application withdrawn 22.05.19</p>	
37 37.1	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 15 April 2019 The above minutes were approved and duly signed as a true record by Cllr. Clark.</p>	
38	<p>Actions and Outcomes (for report only) Councillors were advised that all actions are either complete or in progress apart from: Action No: 168 – clerk to ascertain when Maidstone Signs are proposing to erect the village sign. Action 376.1 – RFO to respond to resident who raised issues re slipping in playhouse – this is now complete. Action 26.1 – Asset Register to include an additional column stating the current insurance value of the asset and these insurance values to be reviewed annually at the APCM – this is still outstanding</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">RFO/Clerk</p>
39 39.1 39.2 39.3 39.4 39.5 39.6 39.7	<p>Finances and Payment of Accounts - RFO Bank reconciliation – April and May 2019 These were circulated prior to the meeting, agreed by all and signed by Cllr Clark.</p> <p>Responsible Finance Officer's report This item was circulated and retained on file.</p> <p>To approve accounts for payment & ratify payments already made Councillors resolved to approve the accounts for payment & ratified payments already made.</p> <p>Reconciliation of invoices for April & May 2019 Councillors reconciled the invoices against the ledger and initialled the invoices and ledger accordingly. RFO to check HMRC payments.</p> <p>To resolve to cancel Cheque No 189 issued on 09.05.19 Cllrs resolved that this cheque should be cancelled.</p> <p>To resolve if regular monthly payments need approval Following discussion Councillors resolved that all payment need to be approved.</p> <p>To resolve if the budget for the maintenance of the planters should be increased Following discussion and consideration of the costs for the planter in 2018/19, Councillors resolved that the annual amount to be spent on the planters should be increased from £400 to £700.</p> <p style="text-align: right;">Signed _____</p>	<p style="text-align: center;">RFO</p> <p style="text-align: center;">RFO</p>

39.8	To resolve the Village Handyman hourly rate Following discussion Councillors resolved that the hourly rate for the Village Handyman should be increased from £16/hr to £17/hr. For emptying the Dog Poo Bins and checking the CCTV, Councillors resolved that the hourly rate be increased to £20/hr. Clerk to advise that the CCTV is to be checked on a weekly basis and that this be added as a line on the weekly Field Inspection Sheet.	RFO
39.9	Satswana Pricing – to resolve which of the Satswana support offers to accept Following discussion Councillors resolved to continue with Satswana and continue with the Registration Option at a cost of £150/year. RFO to advise accordingly.	RFO
40 40.1	Policing Crime Figures <ul style="list-style-type: none"> • Broomfield and Kingswood On Friday 3rd of May between 5:00pm and 5:50pm in Charlesford Avenue. A bicycle was stolen from outside a shop but later recovered. • Broomfield and Kingswood On Monday 22nd of April around 3:52pm in Charlesford Avenue. Two youths have thrown a stone through the victims' window. • Broomfield and Kingswood On Monday 22nd of April between 3:30pm and 5:00pm in Charlesford Avenue. An Audi A3 parked in the road had a window smashed. • Broomfield and Kingswood Between 7:00am on Sunday 21st of April and 7:30am on Tuesday 23rd of April in Tall Trees Close. The windscreen of a Kia Picanto was damaged while parked in the road possibly by a pellet. <p>Councillors were advised that the PCSO was unable to attend the meeting but would be providing information in due course that could be disseminated to residents.</p> <p>Cllr Davies Fed back on the Police Liaison forum that he had attended.</p>	Clerk
41 41.1	Maidstone Bus Pilot – Cllr Clark To receive an update on the progression of this pilot See under Item 34.1	
42 42.1	Training for Councillors and Staff To consider training that is currently available and resolve if it should be accessed by Councillors/staff A schedule of training had previously been circulated to Councillors. After discussion it was agreed that: <ul style="list-style-type: none"> • The Clerk should take part in the Website Accessibility Guidelines Webinar on 23/24 July 2019. • The chair should go to the KALC Councillors Conference on 18 July 2019 if Cllr Darling was unable to attend. 	Clerk Clerk
43 43.1	SharePoint for Councillors To receive an update on progress with a OneDrive site Councillors were advised that the OneDrive site was nearly ready, and an email would be sent to Councillors in due course giving instructions on how to access the site.	Clerk
44 44.1	Parish Council Action Plan To monitor relevant actions and take appropriate actions Councillors monitored the actions relevant to May and June: <ul style="list-style-type: none"> • All actions relating to the website would be progressed once a decision was taken regarding the current website. • The actions to review the adequacy of the insurance cover and to ensure that 2/3rds of the Councillors are declared elected are complete <p style="text-align: right;">Signed _____</p>	

45 45.1	Litter Picking – Cllr Page To resolve to purchase equipment for litter picking Following discussion, it was agreed that the RFO should investigate the cost of the equipment needed for litter picking: Hi Vis Vests Litter Pickers Gloves Signs Hoops for Black Bags	RFO
46 46.1 46.2	Defibrillator To resolve whether to mark the defibrillator with an indelible marker pen Following discussion Councillors agreed that the defibrillator at the Village Shop should be marked with an indelible marker. To receive an update on discussions regarding provision of a defibrillator at the village hall See 34.1 above. Cllr Tandy to feed back to the Village Hall Committee	Clerk Cllr. Tandy
47. 47.1	Wi-Fi at the Village Hall – Cllr Darling To receive an update on the Parish Council's use of the Wi-Fi in the Village Hall See item under 'Issues raised by members of the public attending the meeting' at the start of these minutes.	
48 48.1	Letter to farmers re Wildlife – Cllr Hoy Following discussion Cllrs agreed that a letter should be sent to the local farmer and Leeds Castle and that these letters should also be sent to neighbouring parishes asking them to send it to their local farmers and raise it with their surrounding parishes.	Clerk
49 49.1	Staff Committee To agree a date for the next meeting of the staff committee Following discussion, it was agreed that a staff committee meeting was not needed at this moment in time.	
50 50.1	Delegated powers for Committees To approve and adopt the Terms of Reference and Scheme of Delegation for the Staff Committee Following consideration, Councillors resolved that the staff committee should not be open to the public and that the Terms of Reference and Scheme of Delegation for the Staff Committee should be adopted.	
51 51.1	Quarterly Parish Liaison Meetings To resolve which Councillor will attend these meetings Following discussions, Cllr Hoy agreed to attend and feed back at the next Parish Council meeting.	Cllr. Hoy
52 52.1 52.2	Parish Events – Cllr Clark To receive feedback on the Parish Summer Event held on 15 June The Event went very well, with lots of positive feedback from residents and several have requested another one next year. Proceeds from the raffle of the donated prize to be split equally between the scouts and the playgroup. If another one does takes place the cost of paying the bands will need to be considered when setting the budget. The event came in close to budget. To consider celebration of VE Day on Saturday 10 May 2020 Councillors were advised that the village hall has been booked for a VE celebration event on 10 May. Councillors to consider what this event might include. Initial ideas included a street party and a formal dance in the evening.	All Cllrs.
53 53.1	Village Fete Ratification of the decision at the Parish Council Meeting on 14 April to make a suitable donation for a table at the village fete. Following discussions Councillors resolved to make the same donation as last year for a Signed _____	RFO

	table at the village fete	
54	Finger Post	
54.1	To receive feedback on the state of the Village Finger Post and resolve what action needs to be taken. The Clerk fed back on repairs to the finger post. Clerk to advise Maidstone Borough Council that the post is dangerous.	Clerk
55	Sports Field	
55.1	Consideration of Resident complaints re the gate into the Play Area. See item under 'Issues raised by members of the public attending the meeting' at the start of these minutes.	
55.2	Consideration of placing another sign the same as that at the Lenham Road entrance to the Sports Field at the permissive footpath entrance to Sports Field Following discussion Councillors asked that the RFO investigate the cost of another sign.	RFO
55.3	To resolve whether the picnic tables in the Sports Field should be repaired and made good Following discussion Councillors agreed that whilst these benches/picnic tables do need attention there is no money set aside in the budget. This to be considered when setting the budget for 20120/21.	RFO
55.4	To resolve what further action should be taken regarding the broken fence behind the Scout Hut Following discussion councillors agreed that no further action was necessary at this time. Clerk to let the Village Handyman know.	Clerk
56	Members Allowance – Cllr Darling	
56.1	To resolve if Councillors will take an allowance for work undertaken on behalf of the Parish Council As Cllr Darling was unable to attend this meeting, this item was deferred to the July Council meeting.	Clerk
57	Highways Improvement Plan – Clerk	
57.1	To receive feedback from the Clerk's meeting with KCC Highways The Clerk fed back on her meeting with KCC Highways re the Highways Improvement plan. Clerk to go back to Jenny Watson and check why the single-track road signs were not permitted at the 5 sites other than the junction of Broomfield Road and the A20. In addition, Clerk to write to residents opposite the junction with Gravelly Bottom Road and Lenham Road re dangerous parking.	Clerk Clerk
58	Broomfield Broadband – Cllr. Page	
58.1	Cllr Hoy explained the broadband issues in Broomfield and Councillors agreed to support providing residents in Broomfield are proactive.	Parish Council
59	Any other information	
59.1	Update on Parish Council Telephone and Broadband Cllrs were advised that the phone and Broadband have now been transferred to the new Clerks home and the costs would be considerably reduced.	
59.2	Planters Cllrs were advised that plants have been removed from the 2 planters and thrown on the ground.	
59.3	Timber Multi Unit in Play Area Councillors were alerted to an issue with this play equipment. Clerk to contact the manufacturer.	Clerk
59.4	Soakaways Councillors were advised that KCC will be investigating the soakaway on the Lenham Road on Wednesday afternoon, 19 June.	
Signed _____		

59.5	Work at Broomfield Green Councillors were advised that repairs to the Noticeboard and the stone kerb at Broomfield Green will take place w/c 1 July.	Clerk
59.6	Extraordinary Parish Council Meeting Councillors were advised that an Extraordinary Parish Council meeting would be needed on 1 July to consider a planning application. This will commence at 19:15 in the Village Hall.	
59.7	Email regarding a textile recycling bank Councillors were advised that the Clerk had received a request for a textile recycling bank in the village to support the Charity Scope. Clerk to advise that the village already has one by the village shop.	
60	Items for next agenda <ul style="list-style-type: none"> • VE Celebrations • Members Allowance • Parish Council Office • CCTV • Website • Quiet Lanes • Feedback from Quarterly Parish Liaison Meeting 	
61	Parish Council Meetings The next meeting of the Parish Council will be on Monday 15 July 2019 at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. There was no further business, Cllr Clark closed the meeting at 22:07 Signed _____	