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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 16 November 2020

Present: Cllr Tina Clark (Chair); Cllr Gareth Davies; Cllr Chris Pink; Cllr Ken Pattison (4)

Pam Bower - Clerk

There was 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 19:20

Min No	Item	Action
113	To receive and approve apologies for absence Apologies were received and approved for: Jo Gosden, RFO – maternity leave Cllr Tom Hoy – personal matter Cllr Laura Hubbard – personal matter Cllr Aimee Parker– personal matter	
114 114.1 114.2 114.3	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	
115 115.1	Reports from Representatives of Outside Bodies Kent County Council – County Cllr – Maidstone Rural East – Shellina Prendergast <ul style="list-style-type: none"> Lenham Road – Residents on the Lenham Road will have superfast broadband in the new year. The 30mph speed limit will also be installed between the Sports Field and just beyond Wents Garage and down Ulcombe Hill. Budget Consultation – this closes on 24 November. Just under 2,500 responses have been received to date which exceeds the 1300 received last year. Difficult decisions will have to be made. Free School Meal Vouchers – these were provided by KCC over the Autumn half term. The take up was good and all applications were processed quickly. The Government has provided more money in the form of a Winter Grant for Christmas and during winter to help low income families. Brexit and transition – KCC has done everything it can to make sure the roads are open and clear of lorry traffic for residents. Highways England has preferred routes but messaging re these needs to take place. Lockdown – Everyone needs to be careful as the numbers are rising quickly in Kent and in some places are now above the numbers in the areas that were put into high before lockdown. Track and trace - this is being passed down to the local level. Vaccinations – People have mixed views on this, but it is an NHS matter rather than a KCC one. Knock and Check – This is a Kent Community Foundation initiative that asks resident to reignite the community spirit and look after the most vulnerable residents. By knocking on doors to see if they are ok and if they need help direct them to Kent Together. KCC media hub - Clerk to circulate the link 	Amendment
115.2	Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> COVID – MBC have a Community Support Hub for vulnerable people which offers phonenumber support, support for shopping etc. People who are registered with this have priority on supermarket delivery slots. Local Plan – this will come out to Parishes for consultation on 1 December and will close 3 weeks later. Budget – MBC have budget constraints and areas where cuts can be made are being 	Clerk
	Signed _____	

	considered including Maidstone Museum and the Hazlitt Theatre.	
116.	<p>Dog Mess in the Sports Field</p> <p>To consider how to overcome the issue of dog mess in the Sports Field</p> <p>Cllr Davies explained that this has been a problem for many years. There are a lot of dog walkers living in the village and a lot more from outside the village who use the field.</p> <p>The Dog (Fouling and Land) Act 1996 allowed MBC to designate certain public areas and to use this statute to ensure that those responsible for leaving dog mess on those places could be fined or given a Fixed Penalty Notice. This was repealed on 7 April 2005 and replaced by the Clean Air Neighbourhoods and Environment Act 2005. This gave the District Council the power to make Dog Control Orders, making it an offence to leave uncleared dog mess in a public place.</p> <p>However, this statute was repealed by Parliament on the 20 October 2014 and replaced by the by the Anti-social Behaviour Crime and Policing Act 2014. S9 of this Act gave local authorities the power to make Public Spaces Protection Orders, the terms of which were varied, but could include orders that dog mess should not be left uncleared in an area specified by the local authority. Breach of this could incur a £1000 fine on a summary offence (in the Magistrates' Court) or immediate payment of a Fixed Penalty Notice of £50 - £80 to a constable or an authorized person. Local authorities in this case INCLUDE Parish Councils. As a result of this Act, Maidstone District Council passed the Maidstone District Council Public Spaces Protection Order in that year. This makes it an offence to allow dog mess to be left uncleared in what are called specified areas. These specified areas are delineated on a map which is in Schedule 1 of the Order. Kingswood's Sports Field is included but the only areas in the field specified as applying to the Order comprise the present play area, and what used to be the other play area near the entrance – nowhere else in the field.</p> <p>The Parish Council could put in place their own Public Spaces Protection Order covering the rest of the field, and whilst practically this would be a difficult, it would not be an impossible task. The real difficulty would in its enforcement. It is very unlikely that Kent Police could supply a constable or a PCSO to patrol the field in order to issue Fixed Penalty Notices to offenders. Neither would the Parish Council be able to employ and pay for any authorised person to do the same.</p> <p>Following further discussion, it was agreed the Clerk should advertise the details of the Waste Crime Team Officer in the Parish News and on the website.</p>	Clerk
117.	<p>Planning Applications</p> <p>The following Planning Applications to be considered and resolved:</p> <p>117.1 Application: 20/504899/FULL Proposal: Section 73: Application for Minor material amendment to approved plans condition 2 (to allow alterations to materials on elevations) pursuant to 19/50292/FULL for – demolition of existing dwelling and out-buildings and erection of a detached dwelling Location: Apple Blossom, Gravelly Bottom Road, Kingswood, ME17 3NU</p> <p style="text-align: right;">APPROVED</p> <p>Following due consideration, Cllrs approved this amendment.</p> <p>117.2 Application: 20/504961/FULL Proposal: Erection of a free-standing wind turbine to provide power to existing dwelling Location: The Beeches, Broomfield Road, Kingswood, Kent ME17 3PZ</p> <p>Following due consideration, Cllrs made no comment and requested that the decision be deferred to Maidstone Borough Councils' Planning Officers for determination.</p> <p>117.3 Ratification of decision not to withdraw or amend the previous decision with regards to Barnhall Lodge, Gravelly Bottom Road, Kingswood Cllrs ratified this decision.</p>	
117.	<p>Planning Outcomes (for report only)</p> <p>Cllrs noted that MBC had approved two planning applications since the last Parish Council meeting:</p> <p>Application: 20/503992/FULL Proposal: Erection of a part single storey part two storey extension to front and part single storey part two storey rear extension Location: Pine Tree House, Chartway Street, Maidstone, ME17 3HZ</p> <p>Application: 20/504147/FULL Proposal: Erection of single storey rear extension Location: 4 Hunters Moon, Broomfield Road, Kingswood ME17 3NY</p> <p style="text-align: right;">Signed _____</p>	

119. 119.1	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 19 October 2020 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.	Cllr Clark
120.	Actions & Outcomes (for report only) Cllrs noted that most actions are either complete or on hold.	
121. 121.1	Finances and Payment of Accounts - RFO Bank reconciliation – October 2020 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 a Councillor and the Clerk outside of the meeting.	Cllr/Clerk
121.2	Responsible Finance Officer's report October 2020 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.	Cllr/Clerk
121.3	To approve the schedule of payments for November 2020 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments.	
121.4	To ratify payments already made in October 2020 Cllrs resolved to ratify payments already made in April 2020.	
121.5	Reconciliation of invoices against cheques and ledger for October 2020 As the meeting was a virtual one, Cllrs resolved that the invoices could be reconciled against the ledger and the invoices and ledger initialled accordingly by a Councillor outside of the meeting.	Cllr/Clerk
121.6	To consider the final performance against the 2020/21 budget Cllrs noted the performance against the 2020/21 budget	
121.7	Ratification of decision taken under AOI at the October Parish Council meeting to purchase a wreath Cllrs ratified this decision	
121.8	To consider the second draft of the 2021/22 budget Following discussion, Cllrs requested a couple of amendments. Clerk to action accordingly and draft to come to the December Parish Council meeting for adoption.	Clerk
121.9	To consider a letter received from Kingswood Pre-School Cllrs considered the request from the Kingswood Preschool Committee and Staff for a contribution toward the cost of the annual rent for the village hall. Following discussion Cllrs resolved to contribute half the cost (£3,300) out of S137 monies. Clerk to action accordingly.	Clerk
121.10	To consider undertaking a half year financial audit Cllr Pattison agreed to undertake this half year internal audit and it was noted that this would need to take place once people are able to meet indoors. Clerk/Cllr Pattison to action when appropriate.	Clerk/Cllr Pattison
122 122.1	Community Building and Food Outlet in the Sports Field To receive an update on a community building and food outlet in the Sports Field Cllrs noted the quote from Cotaplan and following discussion it was agreed that Cllrs Pink, Pattison and Davies would jointly lead on this Project. The Clerk to chase Kingswell Buildings and ARCK and Cllr Pink to contact the University and ask them to come out and look at the grounds.	Clerk/Cllr Pink
123 123.1	CCTV To receive an update on progression of CCTV Cllrs were updated on the advice received from MBC's tree officer, namely that there is no law against digging a trench to bring services into the field providing there are no TPO'd trees in the way. Cllr Pink was asked to get final costs for bringing the services in.	Cllr Pink
124. 124.1	Review of the month's Sports Field Inspection Sheets Cllrs notes that the following actions had been undertaken by the Village Handyman: <ul style="list-style-type: none"> • Missing Bolt replaced on Junior Multi-play • Steering wheel and dashboard on Fun Buggy put back in place • Cracked Toddler Swing Seats - still waiting for delivery of replacement seats Signed _____	

124.2	<ul style="list-style-type: none"> De-laminating rubber matting under the roundabout still being monitored CCTV – working ok <p>Update on fencing around the Sports Field Cllrs were updated on this and advised that another quote had been sought for 70m of fencing rather than 140m. A further quote is still needed. Cllrs noted that the work cannot reasonably take place until the Spring 2021. The Village handyman has agreed to make the broken fencing good in the meantime. This to be an agenda item at the December Parish Council meeting.</p>	Clerk/Cllr Davies
124.3	<p>To receive an update on the Ledon See Saw and Spring Horse Following due consideration, Cllrs requested that the Clerk ascertain where the foot grips can be purchased, the cost of them and whether the Village Handyman would be able to fit them. This to be an agenda item at the December Parish Council meeting</p>	Clerk
125.	Policing	
125.1	<p>Crime Figures Cllrs noted that the PCSO can no longer supply crime stats and that they need to be accessed directly from Kent Police's data hub.</p> <p>For Oct, the top reported crime in the Leeds area which encompasses Kingswood and Broomfield are:</p> <ul style="list-style-type: none"> 2 x non-residential burglary 2 x assault without injury 2 x vandalism <p>Unfortunately, it is not possible to ascertain where these crimes took place</p>	
125.	Communication between Cllrs and Residents	
125.1	<p>To consider continued use of the OneDrive If the OneDrive is to be used it cannot be accessed on the Phone although it can be used with an iPad. Clerk to check with Cllrs Hubbard and Parker re how they access the meeting papers.</p>	Clerk
125.2	<p>To consider the use of a Twitter feed as a means of communication with residents Cllr Pink agreed to run a session for Cllrs on how this works. This to take place in the New Year.</p>	Clerk/Cllr Pink
127.	Remembrance Sunday 2021	
127.1	<p>To consider placing poppies on all telegraph poles in Kingswood and Broomfield Following due consideration Cllrs agreed to the placing of poppies on the telegraph poles in November 2021. Clerk to action in due course</p>	Clerk
128.	Policies and Procedures	
128.1	<p>To review and adopt the following policies Yearly review of Risk Assessment Having considered the document outside of the meeting, Cllrs resolved to approve it. Chair to sign the document outside of the meeting.</p>	Chair/Clerk
128.2	<p>Risk Assessment for the Play Area and Sports Field Having considered the document outside of the meeting, Cllrs resolved to approve it</p>	
129.	Cllrs	
129.1	<p>To resolve to accept Cllr Hoy's resignation Cllrs resolved to accept Cllr Hoy's resignation and noted with sincere regret that Cllr Hoy had subsequently died. Clerk to action advertising for a Councillor.</p>	Clerk
129.2	<p>To resolve to co-opt Katherine Ross as a Parish Councillor Cllrs voted unanimously to co-opt Katherine Ross onto the Parish Council. Clerk to advise MBC accordingly</p>	Clerk
130.	Christmas Event in the Sports Field	
130.1	<p>Cllrs to consider holding a socially distanced and COVID safe Christmas event Cllrs were advised that the Village Hall will be putting a Christmas Tree on the grass outside the village hall. Cllrs therefore agreed that the Parish Council did not need to hold an event.</p>	
131.	Zoom meeting details	
131.1	<p>Ratification of decision not to include Zoom meeting details on the published agenda Cllrs ratified this decision.</p>	
132.	December 2020 Parish Council Meeting	
132.1	<p>Cllrs to resolve if there will be a December Parish Council meeting</p> <p style="text-align: right;">Signed _____</p>	

	Cllrs resolved that a meeting be held on Monday 7 December 2020 starting at 19:15. Clerk to action accordingly.	Clerk
133.	Any other information	
133.1	<ul style="list-style-type: none"> Update on bottled water site in an emergency Cllrs were advised that the Village Hall agreed this could be sited at the Village Hall. 	
133.2	<ul style="list-style-type: none"> Update on TPOs on all trees in Parish Cllrs resolved that in light of the information provided by MBC's Tree Officer, this should be addressed in the fullness of time, particularly if a large-scale development is planned in the Parish. 	
133.3	<ul style="list-style-type: none"> Update on Boxing Club Cllrs were advised that this is currently suspended due to lockdown 	
133.4	<ul style="list-style-type: none"> Update on Litter Competition Cllrs were advised that the Rev. Mark Pavey and Graffiti Kings (who did the mural on the house on the corner of Whitehall Drive) have both agreed to be judges. The competition poster is on the front of the Winter Parish News and has been circulated to parents by Kingswood Primary School and the Pre-school 	
133.5	<ul style="list-style-type: none"> UTB signatory Following the resignation of Cllr Hoy, a new signatory is required to authorise payments from the UTB bank account. Cllr Pattison agreed to be the new signatory. Clerk to action accordingly 	Clerk
133.6	<ul style="list-style-type: none"> Cllrs with lead responsibility for the Community Centre Project and the Parish News Following discussion Cllr Parker agreed to have lead responsibility for the Parish News and as previously agreed, Cllrs, Davies, Pink and Pattison would jointly lead on the Community Centre Project 	
134.	Items for next agenda <ul style="list-style-type: none"> Final draft of 2021/22 budget for approval Fencing around the Sports Field Foot Grips for Ledon See Saw and Spring Horse CCTV Local Plan 	Clerk
135.	Parish Council Meetings The next meeting of the Parish Council will be on Monday 7 December 2020. If it is felt to be appropriate, the meeting will take place at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. If not, the meeting will take place virtually via the Zoom Application. There was no further business, Cllr Clark closed the meeting at 21:30 <p style="text-align: right;">Signed_____</p>	