



# Broomfield and Kingswood Parish Council

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## Minutes of the Meeting of the Parish Council

Minutes of the Parish Council Meeting held at  
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 16<sup>th</sup> February 2026

**Present at meeting:** Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Malcom Clarke, Cllr Linda Blainey, Cllr Daren Moss and Cllr Robert Mercer

Hayley Roberts - Parish Clerk/RFO

There was two members of the public present.

Cllr Sarah Emberson

Cllr Gill Fort

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

Cllr Clark opened the meeting at 7:30pm

Min No	Item	Action
540.	<b>To receive and approve apologies for absence</b> Cllr Pink – illness	
541.	<b>Councillors Declarations of interest in items on the agenda</b>	
541.1	Lobbying – None	
541.2	Personal Interest – None	
541.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
542.	<b>Welcome by the Parish Council Chairman, Cllr Tina Clark</b>	
543.	<b>Reports from Representatives of Outside Bodies</b>	
543.1	<b>Maidstone Borough Council – Ward Councillor – Cllr Gill Fort</b> Fly Tipping – there has been crack down by MBC. Three arrests have been made and one vehicle has been seized. MBC are now using drones to assist them.  Consultation on the future of councils – deadline of the 26 <sup>th</sup> of March 2026.  Postal Votes - From the 31st October 2023, you cannot have a permanent postal vote. Postal votes will only last until the third 31st January after you first applied. You will need to renew your postal vote online using the following link <a href="https://www.gov.uk/apply-postal-vote">https://www.gov.uk/apply-postal-vote</a>  Grants - A new funding scheme to support traders in Maidstone Town Centre has been launched. Independent traders and landlords in the area can bid for a grant from the council's Shopfront Improvement Grant Scheme for Town Centre Businesses. The scheme will provide grants of between £5,000 to £10,000 to cover up to 80% of total project costs to improve their shop fronts, making them visually appealing to shoppers, encouraging more people through their doors and boosting trade. More information can be found here <a href="https://maidstone.gov.uk/home/primary-services/business-and-investment/shop-front-improvement-grant">https://maidstone.gov.uk/home/primary-services/business-and-investment/shop-front-improvement-grant</a>  Litter on Broomfield Road – Cllr Fort will chase this up.	
543.2	<b>Kent County Council – County Councillor – Cllr Sarah Emberson</b> Budget – the budget was passed at the Full Council meeting held on the 12 <sup>th</sup> February 2026. This has resulted in a 3.99% increase in council tax, lower than the 4.99% in previous years. This is due to a more balanced and efficient budget.  Bus Service – I attended the bus service meeting with neighbouring parishes and KCC are in the process of hopefully securing funding for the service.  Potholes – KCC are very aware of the issues in the County with regards to potholes. The weather is not helping the situation as KCC are unable to repair the potholes properly due to cold and wet weather. KCC have employed a new contractor as of April for road repairs.	

**Signed**

544.	<p><b>To approve the minutes of the meeting of Broomfield &amp; Kingswood Parish Council held on Monday 19<sup>th</sup> January</b> The above minutes were approved as a true copy and duly signed by Cllr Davies.</p>	
545. 545.1  545.2	<p><b>Ratification of Planning consultation applications decided by email using Delegation Powers re Planning (Minute No 19/101.1) Delegation;</b> Application Ref: 26/500025/FULL Proposal: Erection of a single storey rear extension with a glazed link-to main dwelling. Alterations to the existing rear dormer to add a pitched roof and changes to fenestration. Replacement front garden wall and gates. Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ <b>Cllrs ratified their decision that they had no objections to this application.</b></p> <p>Application Ref: 26/500026/LBC Proposal: Listed Building Consent for internal and external alterations and refurbishments including the erection of a single storey rear extension with a glazed link-to main dwelling. Alterations to the existing rear dormer to add a pitched roof and changes to fenestration. Replacement front garden wall and gates. Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ <b>Cllrs ratified their decision that they had no objections to this application.</b></p>	
546. 546.1  546.2  546.3	<p><b>Planning Outcomes (for report only)</b> Three applications have been decided since our last meeting;</p> <p>Application Ref: 25/503657/FULL Address: Land East Of The Homestead Gravelly Bottom Road Kingswood Kent Proposal: Change of for the use of land to a natural burial ground with landscaping, parking and access MBC Decision: Application Permitted 23.01.26</p> <p>Application Ref: 25/504938/LBC Address: Leeds Castle Ashford Road Hollingbourne Kent ME17 1PL Proposal: Listed Building Consent for removal of fire escape platform, installation of rainwater overflow pipe, and to dismantle and rebuild 3no. merlons and a section of parapet wall. MBC Decision: Application Permitted 30.01.26</p> <p>Application Ref: 25/505119/TPOA Address: Paddock R/o 14 Cayser Drive Kingswood Kent ME17 3QB Proposal: Tree Preservation Order Application: G1 Sweet Chestnut - Crown raise to 12m, coppice leaning stem on SE end and clear fallen stem on NW end. MBC Decision: Application Permitted 29.01.26</p>	
547.	<p><b>Actions &amp; Outcomes (for report only)</b> All action updates are being dealt with within the agenda.</p>	
548. 548.1  548.2  548.3  548.4  548.5  548.6	<p><b>Finances and Payment of Accounts</b></p> <p>Bank reconciliation January 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO.</p> <p>Responsible Finance Officer's report January 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Clarke.</p> <p>To approve the schedule of payments for February 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and Cllr Mercer.</p> <p>To ratify payments already made in January 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Clarke.</p> <p>Reconciliation of invoices against cheques and ledger for January 2026 Councillors reconciled the invoices against the ledger, Cllr Moss and Cllr Clarke initialled the invoices and ledger accordingly.</p> <p>To consider the year end performance against the 2025/26 budget Cllrs considered the budget performance for 2025/26 so far.</p> <p style="text-align: right;"><b>Signed</b> _____</p>	

<p><b>549.</b> 549.1  549.2  549.3</p>	<p><b>Sports Field</b> Review of the month's Sports Field Inspection Sheets No issues to report.</p> <p>To receive an update regarding the car park extension Cllr Clarke and Clerk updated Cllrs. Await response from MBC before any more progress can be made.</p> <p>To review and resolve to accept quotation for grass maintenance in the Sports Field and Village for 2026/27 After discussion and review Cllrs resolved to proceed with the quotation from Paul Waring.</p>	
<p><b>550.</b></p>	<p><b>Policing</b> Crime Figures Between 20:10 on Wednesday 28th of January and 14:34 on Thursday 29th of January in Gravelly Bottom Road. Somebody stole the front number plate from a Toyota Yaris parked in the road. Crime Report No. 46/16462/26 - Posted 02/02/2026</p>	
<p><b>551.</b></p>	<p><b>To review and approve co-option procedure</b> Cllrs reviewed and approved the co-option procedure. Cllr Clark signed the document.</p>	
<p><b>552.</b> 552.1  552.2 552.3 552.4 552.5 552.6 552.7 552.8 552.9 552.10</p>	<p><b>To review the following policies and resolve to adopt them;</b> IT Policy 2026 Cllrs reviewed, Clerk to make amendment and bring to the next meeting for approval.</p> <p>Code of Conduct 2026 FOI Publication Scheme 2026 Model Publication Scheme 2026 Grant awards policy and application form 2026 Health and Safety Policy 2026 Lone working Policy 2026 Reserves Policy 2026 Working Group Terms of Reference 2026 Performance Management and Staff Development Policy 2026 <b>All policies 552.2-552.10 reviewed by Cllrs. Cllrs resolved to adopt the policies and Cllr Clark signed all policies.</b></p>	
<p><b>553.</b></p>	<p><b>To review and discuss response from South East Water complaint</b> The Parish Council sent a letter of complaint to SEW and copied in Ofwat and MP Helen Whately. A response has been received and this was reviewed by Cllrs. Cllrs resolved that the letter of complaint and response from SEW should be included in the next Parish News for residents to read. Clerk to action. Cllr Emberson advised that she is sitting on the committee for the enquiry into SEW, it was agreed that our complaint letter and the SEW response would be forwarded to Cllr Emberson. Clerk to action.</p>	<p><b>Clerk</b>  <b>Clerk</b></p>
<p><b>554.</b></p>	<p><b>To review the three quotations for a new Parish Council website to ensure compliance and resolve how to proceed</b> Cllrs reviewed the three quotations for the new website and resolved to proceed with the company Aubergine. Clerk to contact the company and instruct them.</p>	<p><b>Clerk</b></p>
<p><b>555.</b></p>	<p><b>To discuss the placement of a village bench</b> Cllrs reviewed the different types of benches available and selected two designs. Clerk to obtain quotations for the next meeting. The bench would ideally be placed next to the Little Library, Clerk to speak to Kebab Shop regarding ownership of the grass area.</p>	<p><b>Clerk</b></p>
<p><b>556.</b></p>	<p><b>Feedback from the meeting regarding the bus service</b> Clerk met with other local parishes who use the bus service, Norman from NuVenture, KCC Deputy Cabinet Member for Highways &amp; Transport Cllr Spencer Dixon and County Cllr Sarah Emberson to discuss the bus service and how we can continue to fund it for residents. In the past grants have been used however a recent grant application was declined. Cllr Dixon was hopeful that funding could be provided by KCC to keep the service running and will contact the Clerk ASAP with more information.</p>	
<p><b>557.</b> 557.1</p>	<p><b>Residents' concerns</b> Road maintenance and potholes Cllrs have received a lot of complaints regarding the number and size of potholes in our parish. Cllrs agreed that the situation is horrendous at the moment and there are a lot of potholes that require urgent attention.</p> <p style="text-align: right;">Signed _____</p>	

557.2	<p>The Clerk printed a report of all reported potholes within the Parish and raised this issue with Cllr Sarah Emberson at the meeting, the report was given to Cllr Emberson who has advised she will follow this up with KCC Highways. The Clerk will continue to contact KCC and please do report any potholes to KCC using the following link <a href="https://kentcc-self.achieveservice.com/en/service/Report_a_pothole?consentMessage=yes&amp;noLoginPrompt=2">https://kentcc-self.achieveservice.com/en/service/Report_a_pothole?consentMessage=yes&amp;noLoginPrompt=2</a> or if the pothole may cause an accident, do not use this form. Call KCC on 03000 418181 between 9am and 5pm Monday to Friday, or on 03000 419191 at all other times.</p> <p>Litter along Broomfield Road Cllrs have been contacted by a number of residents in relation to the litter along Broomfield Road, particularly around Leeds Castle. The Clerk has reported the litter to MBC and Cllr Gill Fort. The Clerk has also been liaising with Leeds Castle who have also reported the litter along the road. We wish to thank the Broomfield resident who regularly litter picks along Broomfield Road for his hard work. Residents have also reported litter in the stream/river along Broomfield Road, this is Leeds Castle land. The Clerk will contact Leeds Castle in relation to this. It has been suggested that an organised litter pick could be arranged to focus on Broomfield Road. Clerk to look into dates. Another suggestion is that perhaps litter signs designed by the local children could be placed in the problem areas. Clerk to look into this further.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
558.	<p><b>Any other information</b> Broomfield and Kingswood Parish Council Pop-Up Café Where: Kingswood and Broomfield Village Hall Date: 19th February 2026 9th April 2026 28th May 2026 23rd July 2026 13th August 2026</p> <p>Time: 10.30am – 12.30 pm</p> <p>Come along, meet up with old and new friends and enjoy a hot drink and a piece of cake! Everyone welcome!</p>	
538. 538.1 538.2 538.3 538.4	<p><b>Items for next agenda</b> To discuss the placement of a village bench To receive an update regarding the car park extension To receive an update on the new website To review and resolve to adopt the IT Policy 2026</p>	
539.	<p><b>Parish Council Meeting</b></p> <p><b>The next meeting of the Parish Council is scheduled for Monday 16<sup>th</sup> March 2026. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</b></p> <p><b>Cllr Clark closed the meeting at 8.42pm.</b></p> <p style="text-align: right;">Signed _____</p>	