



# Broomfield and Kingswood Parish Council

<http://www.broomfieldandkingswood-pc.org.uk/>



## Notice of the Annual Parish Council Meeting

### To: All Councillors

You are hereby summonsed to attend the Annual Parish Council Meeting of Broomfield and Kingswood Parish Council to be held at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX on Monday 18 May 2026 at 7.30pm.

### To: All Residents

Members of the public are welcome to join.

Dated 12 May 2026

Signed: **Hayley Roberts**, Parish Clerk

## A G E N D A

**Chairman's Announcement:** *Whilst it is permitted to record this meeting any person, Councillor or member of the public, wishing to do so is obliged to notify the meeting, before commencement of their intention to do so.*

**Public Forum** - *The Chairman welcomes members of the public and invites them to speak prior to the start of the Meeting, relating to the Agenda or local issues, (to a maximum of fifteen minutes and three minutes per speaker). You are requested to state your name and address prior to speaking.*

| No  | Item  |
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| 1.  | <b>Election of Chairman (2026/27)</b>   |
| 1.1 | To receive and consider nominations for Chairman  |
| 1.2 | Elected Chairman to sign Declaration of Acceptance of Office  |
| 2.  | <b>Election of Vice Chairman (2026/27)</b>  |
| 2.1 | To receive and consider nominations for Vice Chairman   |
| 2.2 | Elected Vice Chairman to sign Declaration of Acceptance of Office   |
| 3.  | <b>Under Section 85 of the Local Government Act 1972, Cllr Pink ceased to hold office on 11<sup>th</sup> May 2026 due to non-attendance at meetings. The Council thanks him for his service and dedication and extends its best wishes.</b> |
| 4.  | <b>To receive and approve apologies for absence</b>   |
| 5.  | <b>To receive the Declaration of Acceptance of Office for Elected Councillors.</b>  |
| 6.  | <b>Councillors Declarations of interest in items on the agenda</b>  |
| 6.1 | Lobbying  |
| 6.2 | Personal Interest   |
| 6.3 | Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)   |
| 7.  | <b>Welcome by the Parish Council Chairman</b>   |
| 8.  | <b>Reports from Representatives of Outside Bodies</b>   |
| 8.1 | Maidstone Borough Council – Ward Councillor – Gill Fort   |
| 8.2 | Kent County Council – County Councillor – Sarah Emberson  |
| 9.  | <b>To approve the minutes of the meeting of Broomfield &amp; Kingswood Parish Council</b><br>Minutes of Parish Council Meeting held on Monday 20 <sup>th</sup> April 2026   |
| 10. | <b>For members to confirm in writing that they agree to receive ALL communications electronically during their period of office</b>   |

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| <b>11.</b> | <b>Planning Applications</b><br>The following Planning Applications to be considered and resolved:   |
| 11.1       | Application Ref: 26/501474/TPOA<br>Proposal: TPO application to reduce crown of group of overhanging trees (G1) back to the boundary.<br>Address: Dunrovin 17 Charlesford Avenue Kingswood Kent ME173PE  |
| 11.2       | Application Ref: 26/501566/FULL<br>Proposal: Proposed hard landscaping to facilitate parking, insertion of a dropped kerb and access to property.<br>Address: Dunrovin 17 Charlesford Avenue Kingswood Kent ME17 3PE   |
| <b>12.</b> | <b>Planning Outcomes (for report only)</b>   |
| <b>13.</b> | <b>Actions &amp; Outcomes (for report only)</b>  |
| <b>14.</b> | <b>Staff Committee</b>   |
| 14.1       | Staff Committee Report   |
| 14.2       | To agree committee terms of reference and scheme of delegation   |
| 14.3       | To appoint Staff Committee members for 2026/27   |
| <b>15.</b> | <b>Election of Representatives to other bodies and arrangements for reporting back on meetings</b>   |
| 15.1       | Kent Association of Local Councils Maidstone Area Committee  |
| 15.2       | Cluster Meetings with Kent Police  |
| 15.3       | Coordinated Parish Traffic Group   |
| 15.4       | Village Hall Committee   |
| 15.5       | To review reporting arrangements back to full Council  |
| <b>16.</b> | <b>Delegation Powers re Planning Delegation</b><br>To resolve to adopt   |
| <b>17.</b> | <b>To review and adopt the following:</b>  |
| 17.1       | Standing Orders  |
| 17.2       | Financial Regulations  |
| 17.3       | Risk assessment risk matrix 2026   |
| 17.4       | Asset Register 2026  |
| 17.5       | Draft schedule of future meeting dates 2026/27   |
| <b>18.</b> | <b>To review and approve the following policies:</b>   |
| 18.1       | Complaints Procedure   |
| 18.2       | Equality and Diversity Policy  |
| 18.3       | Data Privacy Notice  |
| 18.4       | Laptop Computer Policy   |
| 18.5       | Data Retention Policy  |
| 18.6       | GDPR Policy  |
| <b>19.</b> | <b>Finances and Payment of Accounts</b>  |
| 19.1       | Bank reconciliation April 2026   |
| 19.2       | Responsible Finance Officer's report April 2026  |
| 19.3       | To approve the schedule of payments for May 2026   |
| 19.4       | To ratify payments already made in April 2026  |
| 19.5       | Reconciliation of invoices against cheques and ledger for April 2026   |
| 19.6       | To consider performance against the 2026/27 budget   |
| 19.7       | To consider donation to the Stroke Association charity   |
| 19.8       | To review insurance policy renewal and resolve how to proceed  |
| <b>20.</b> | <b>To review the effectiveness of the system of Internal Control</b>   |
| <b>21.</b> | <b>Approval of Annual Governance and Accountability Return (AGAR)</b>  |
| 21.1       | To review and note the Annual Internal Audit Report  |
| 21.2       | To approve the Annual Governance Statement for 2025-26, Section 1 of the AGAR for the year ending 31 March 2026.   |
| 21.3       | To approve the Accounting Statements for 2025-26, Section 2 of the AGAR for the year ending 31 March 2026, the supporting Bank Reconciliation as of 31 March 2026 and the explanation of the significant variations from last year (2024-25) to this year (2025-26). |
| 21.4       | To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer and to approve the dates proposed.   |
| <b>22.</b> | <b>Sports Field</b>  |
| 22.1       | Review of the month's Sports Field Inspection Sheets   |
| 22.2       | To review quotations for the annual tree inspection and resolve how to proceed   |
| <b>23.</b> | <b>Policing</b><br>Crime Figures   |

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| 24.         | To discuss holding a Basic Life Support (BLS) and the safe, confident use of an Automated External Defibrillator (AED) training course   |
| 25.         | To ratify charity for Pop Up Café donations for 2026/2027 as per votes of attendees of Pop Up Café   |
| 26.         | To discuss the holding of a Fraud Prevention Talk for residents in conjunction with Kent Police  |
| 27.         | To discuss the progress of the new website and resolve whether to proceed with the email package for the domain  |
| 28.         | To discuss the placement of a village bench  |
| 29.         | To receive an update on the new website  |
| 30.         | <b>Residents' Concerns</b><br>Nuisance behaviour at the Sports Field   |
| 31.         | <b>Any Other Information</b>   |
| 32.<br>32.1 | <b>Items for next agenda for Parish Council Meeting June 2026</b><br>To receive an update on the proposed Village Event  |
| 33.         | <p><b>Annual Parish Council Meeting</b><br/>The date of the next Annual Parish Council Meeting will be held in May 2027, date to be confirmed.</p> <p><b>Parish Council Meetings</b><br/>The next meeting of the Parish Council is scheduled for 2pm on Saturday 23<sup>rd</sup> May 2026 and is the Annual Parish Meeting. This is an informal meeting and a chance for you to meet your Councillors as well as local groups and clubs. The Tom Hoy Award Winners will also be announced! Everyone welcome, please come along.</p> <p>The next formal meeting of the Parish Council is scheduled for 7.30pm on Monday 15<sup>th</sup> June 2026. Both meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood.</p> |