



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 18 May 2020

Present: Cllr Tina Clark (Chair); Cllr Laura Hubbard; Cllr Tom Hoy; Cllr Gareth Davies; Cllr Janet Tandy; Cllr Chris Pink; Cllr Ken Pattison (7)

Pam Bower - Clerk

There were no members of the public present.

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

Cllr Clark opened the meeting at 19:30

Min No	Item	Action
1	To receive and approve apologies for absence Apologies were received and approved for: Jo Gosden, RFO – maternity leave Cllr Aimee Parker – family commitments	
2	Councillors Declarations of interest in items on the agenda 2.1 Lobbying – None 2.2 Personal Interest – None 2.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – None	
3	Reports from Representatives of Outside Bodies 3.1 Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies received. No report provided 3.2 Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Maidstone Brough Council has now started to hold remote Committee meetings with the Policy and Resources Committee meeting recently and the Planning Committee to meet soon. The Annual Council Meeting was cancelled. Marion Ring will continue as Mayor for another year. Her Deputy sadly died earlier in the year so Fay Gooch will now be her Deputy. C19 testing is being carried out at Headcorn Aerodrome. Maidstone Borough Council's Community Hub has delivered 600 food parcels. If residents know anyone who would benefit from this, they should contact Maidstone Borough Council. A letter was sent to all residents over 70 years of age advising them about the Hub. There will be a lot of financial implications for the Council in the months to come due to the loss of business rates and taxes. There has been an increase in fly tipping – mostly garden waste. 	
4	Planning Applications The following Planning Applications to be considered and resolved: 4.1 Application: 20/501862/FULL Proposal: Insertion of new, replacement and repositioning of windows, doors and rooflights with re-cladding of external walls. Location: Gravelly Barn Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NX	

Signed _____

	<p style="text-align: right;">APPROVED</p> <p>Following discussion, Cllr approved this application</p> <p>4.2 Application: 20/501872/FULL Proposal: Insertion of two dormers and one roof light to the front Location: 19 Cayser Drive Kingswood Maidstone Kent ME17 3QD</p> <p style="text-align: right;">UNDECIDED</p> <p>Following discussion Councillors concluded that they could not make a decision as the drawings were not accurate. Clerk to contact the Planning Officer and request accurate drawings and pictures of the back and front of the property.</p> <p>4.3 Application: 20/501874/FULL Proposal: Change of use of land to use as residential caravan site for one gypsy family with two caravans, together with laying of hardstanding and erection of amenity building Location: Orchard Farm Nursery Chartway Street Sutton Valence Maidstone Kent ME17 3JB</p> <p style="text-align: right;">REFUSED</p> <p>Following discussion, Councillors refused this application</p> <p>4.4 Application: 20/501783/TPOA Proposal: Tree Preservation Order application - one Silver Birch Tree - Would like to remove the tree, grind the stump and replant a sapling in its place Location: 5 Nine Oaks Court Kingswood ME17 1LW</p> <p style="text-align: right;">APPROVED</p> <p>Following discussion, Cllr approved this application</p>	Clerk
5.	<p>Planning Outcomes (for report only) The following applications have been approved/refused by MBC:</p> <p>20/500914/FULL Merryfield, 76 Charlesford Avenue, Kingswood, Maidstone, Kent, ME17 3PH Proposed loft conversion with new front and rear dormer windows Application permitted 22.04.20</p> <p>20/500859/FULL Pamar, Broomfield Road, Kingswood, Maidstone, Kent ME17 3NY Loft conversion to include raising of roof height and insertion of rooflights. Demolition of existing rear extension and erection of part single, part two storey rear extension to include rear Juliet balcony Application permitted 20.04.20</p>	
6.	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council</p> <p>6.1 Minutes of Parish Council Meeting held on 20 April 2020 The above amended minutes were approved. Councillors 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>	Cllr Clark
7.	<p>Actions & Outcomes (for report only) Councillors noted that most actions are either complete or on hold.</p>	
8.	<p>Finances and Payment of Accounts - RFO</p> <p>8.1 Bank reconciliation – March 2020 and April 2020 These were circulated to Councillors prior to the meeting and agreed by all at the meeting, As the meeting was a virtual one, Councillors resolved that the documents could be signed by a Councillor and the Clerk outside of the meeting.</p> <p>8.2 Responsible Finance Officer's report March 2020 and April 2020 These reports were circulated to Councillors prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Councillors resolved that the documents</p> <p style="text-align: right;">Signed _____</p>	Cllr/Clerk
		Cllr/Clerk

	could be signed by two Councillor outside of the meeting.	
8.3	To approve accounts for payment & ratify payments already made in March 2020 and April 2020 Councillors resolved to approve the accounts for payment & ratified payments already made in March and April 2020.	
8.4	To approve the schedule of payments for April 2020 and May 2020 Councillors were advised that there is no Schedule of payments for April 2020 due to the inability of the Clerk to access bank accounts. Councillors resolved to approve the Schedule of Payments for May 2020. As the meeting was a virtual one, Councillors resolved that the document could be signed by two Councillor outside of the meeting.	Cllr/Clerk
8.5	Reconciliation of invoices against cheques and ledger for March 2020 and April 2020 As the meeting was a virtual one, Councillors resolved that the invoices could be reconciled against the ledger and the invoices and ledger initialled accordingly by a Councillor outside of the meeting. Councillors were advised that due to an error on the bank website, the Clerk had not been able to access the statement for the Monthly Credit Card Fee of £6.	Cllr/Clerk
8.6	To consider the final performance against the 2019/20 budget Councillors noted the end of year performance against the 2019/20 budget	
9.	Policing	
9.1	Crime Figures There are no crime figures to report	
10.	Boxing Club	
10.1	To receive an update on hosting a boxing club in the village. Councillors were advised that the Head of Kingswood Primary School was happy for the hall to be hired for the Boxing Club between 5-7 on a Friday evening. Wayne Smith, the Director of Olympia Boxing had been informed and the head would like a promotional presentation to take place at the school before the club starts. Subsequently the Clerk had received an email from Wayne Smith stating that KCC's Early Help department (who have provided the funding for the Boxing Club) would be running the club from Maidstone's InfoZone and not Kingswood. Councillors expressed their concern re this and resolved that a stern letter should be sent to Early Help. Cllr Hoy agreed to draft a letter for the Clerk to send.	Cllr Hoy/Clerk
11.	Website	
11.1	To consider the new website going live Councillors were advised that the current website will no longer be supported as from 31 August 2020. The new website is almost ready to go live and was shared with Councillors at the meeting. The Clerk was thanked for her work on this and Councillors suggested some additional things that could be added. Clerk to action.	Clerk
12.	Lanyards	
12.1	To consider purchase of lanyards for Councillors and staff Following discussion, Councillors resolved that lanyards should be purchased. Cllr Pattison agreed to take this forward and bring suggestions for colour and wording to the June Parish Council meeting.	Cllr Pattison/Clerk
13.	Walking Track around Sports Field	
13.1	To consider putting a walking track around the Sports Field Cllr Pink advised that he had been approached by a resident who had suggested that a walking track around the field would be of benefit to residents. Following discussion Cllrs agreed that this could be considered in the Council's plans moving forward. Clerk to note.	Clerk
	Signed _____	

14.	APCM	
14.1	Ratification of Councillors decision to defer the APCM until May 2021 Councillors unanimously ratified the decision that had previously been taken via email that the APCM should not be held this year following advice from KALC's legal department.	
15.	Insurance	
15.1	To consider and agree which Insurance company to proceed with for 2020/21 Following discussion Councillors resolved to proceed with Pen Underwriting Ltd. Clerk to advise accordingly.	Clerk
16.	Grants	
16.1	To consider request for support from Marie Curie Following discussion Councillors resolved to donate £50 to the Charity. Clerk to action.	Clerk
17	Any other information	
17.1	Extra Bins in the village Councillors were advised that a resident had queried whether more bins could be put around Kingswood. The Chair advised that she had sourced prices online for 95 litre bins. A query was raised as to whether permission might be need from KCC Highways if bins were to be placed on the pavements. Clerk to contact Highways and also advise Councillors where the current bins are in the village.	Clerk
17.2	Kingswood Takeaway Councillors were advised that a concern had been received from a resident about the lack of social distancing of workers refitting the old Chinese Takeaway and that the workers had been spitting outside of the shop. The PCSO had been made aware and she visited the site to talk to the owner and welcome him to the village.	
17.3	Leeds Castle and Walkers Councillors were advised that Leeds Castle had expressed concerns that walkers were not keeping to the footpaths.	
17.4	'Poo' notices Councillors were advised that the Chair and Clerk had placed numerous 'dog mess' notices around Kingswood. This had been mostly welcomed by residents.	
17.5	Kent Rural Coffee Caravan – goody bags and nomination Councillors were advised that the organiser of the Kent Rural Coffee Caravan had been in touch and whilst they are unable to visit the village, they still have funding and would like to distribute activity bags to vulnerable residents in the parish. Councillors agreed that permission would need to be sought before addresses could be shared. Clerk to advise accordingly.	Clerk
17.6	Performance against budget 2020/21 Councillors noted the performance against the 2020/2021 budget. Councillors were advised that the new access database that is being used for finances would generate a sheet of payments against budget. Councillors agreed that this could be placed on the new website each month, but they would still like to consider the overall budget in more detail as previously. Clerk to action.	Clerk
17.7	Additional planning application Application: 20/501939/TPOA Proposal: TPO Application 1 x (T1) Chestnut, fell because tree is dead 1 x (T2) Chestnut fell because tree is dead 1 x (T3) Chestnut fell because tree is dead 1 x (T4) Chestnut fell because tree is dead 1 x (T5) Chestnut fell because tree is dead 1 x (T6) Chestnut fell because tree is dead 1 x (T7) Chestnut fell because tree is dead 1 x (T8) Chestnut fell because tree is dead Signed _____	

	<p>Location: 8 Peter Pease Close, Kingswood, Maidstone, Kent, ME17 3BZ</p> <p style="text-align: right;">APPROVED</p> <p>Following consideration, Councillors approved this application.</p>	
17.8	<p>Permissive Footpath</p> <p>The clerk had received an email from the Village Handyman asking if Councillors would like the annual cut back of the path to be undertaken. Councillors agreed that whilst it does not need doing at the moment, this should be discussed again at the June Parish Council Meeting. Clerk to advise accordingly.</p>	Clerk
17.9	<p>Undergrowth between he Lenham Road and the Sports Field Car Park</p> <p>Maidstone Borough Council's Landscape Officers email regarding this was shared with Councillors. Following discussion, it was agreed that it was not possible to proceed with thinning the undergrowth. The Clerk was asked to contact the PCSO and if her concerns were serious, request that she asks for a Police Wildlife Officer to come out.</p>	Clerk
17.10	<p>Music in peter Pease Close</p> <p>The Clerk had received a call from a concerned resident regarding the loud music coming from Peter Pease Close. Following discussion Councillors asked the Clerk to raise this with the Housing authority and advise the resident to do the same.</p>	Clerk
17.11	<p>Bus Pilot</p> <p>The Chair advised that a meeting that was due to be held had been cancelled. The Chair agreed to ascertain what is happening and if the pilot will be extended.</p>	Cllr Clark
17.12	<p>Parish Magazine</p> <p>The Summer Parish News would normally be produced in June but there are currently no clubs or events taking place. Advertisers have, however, paid to advertise in three issues. Following discussion, Councillors agreed that residents should be emailed asking if they would want to contribute anything to a slimmed down version of the magazine. Clerk to action.</p>	Clerk
18.	<p>Items for next agenda</p> <ul style="list-style-type: none"> • Annual Inspection Report of the Play Area • Lanyards • Cut Back of Permissive Footpath 	Clerk
19.	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council will be on Monday 15 June. If the lock down is still in place, this meeting will take place virtually via the Zoom Application. If the lock down has been lifted, the meeting will take place at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15</p> <p>There was no further business, Cllr Clark closed the meeting at 21:14</p> <p style="text-align: right;">Signed_____</p>	