



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 15 May 2023 at 7.30pm.

To: All Residents

Members of the public are welcome to join.

Dated 09 May 2023

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
1.	To receive and approve apologies for absence
2.	To receive the Declaration of Acceptance of Office for Elected Councillors.
3.	Election of Chairman (2023/24)
3.1	To receive and consider nominations for Chairman
3.2	Elected Chairman to sign Declaration of Acceptance of Office
4.	Election of Vice Chairman (2023/24)
4.1	To receive and consider nominations for Vice Chairman
4.2	Elected Vice Chairman to sign Declaration of Acceptance of Office
5.	Councillors Declarations of interest in items on the agenda
5.1	Lobbying
5.2	Personal Interest
5.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
6.	Welcome by the Parish Council Chairman
7.	Co-Option of Aimee Parker
8.	Reports from Representatives of Outside Bodies
8.1	Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast
8.2	Maidstone Borough Council – Ward Councillor – Gill Fort
9.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 17 April 2023.
10.	Declarations of Interest To receive Declarations of Interest forms from Elected Councillors.
11.	For members to confirm in writing that they agree to receive ALL communications electronically during their period of office

12.	Planning Applications The following Planning Applications to be considered and resolved:
12.1	Application Ref 23/501861/FULL Proposal: Use of land for stationing of 7(no) holiday static mobiles, including retention of 2(no) existing holiday static mobiles. (Resubmission of 22/504148/FULL). Address: The Finches Caravan And Camping Site
12.2	Application Ref: 23/501464/FULL Proposal: Erection of a first floor side extension above existing kitchen. Erection of a single storey rear extension including rooflight. Erection of front porch and changes to fenestration. Address: Oakfield House Lenham Road Kingswood Maidstone Kent ME17 1LZ
12.3	Application Ref: 23/501829/FULL Proposal: Demolition of existing Conservatory and Utility. Erection of a single storey rear/side extension including rooflights and lantern, alterations to the existing driveway/patio paving Address: The Whispers Whitehall Drive Kingswood Maidstone Kent ME17 3PG
12.4	Application Ref: 23/502048/FULL Proposal: Section 73 - Application for Variation of condition 1 (to remove time limit to allow for the permanent residency of Mr Eldridge) pursuant to application MA/14/0668 for Retrospective application for the change of use of land from agricultural to residential involving the stationing of one mobile home and the laying of hard surfacing. Address: Oaklands Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NS
12.5	Application Ref: 23/501721/TPOA Proposal: TPO application to fell and remove one Goat Willow to ground level. Address: 14 Peter Pease Close Kingswood Kent ME17 3BZ
13.	Planning Outcomes (for report only)
14.	Actions & Outcomes (for report only)
15.	Staff Committee
15.1	Staff Committee Report
15.2	To agree committee terms of reference and scheme of delegation
16.	Committee and Working Group Structure for 2023/24 To appoint membership and substitutes of committees and working groups for 2023/2024
17.	Delegation Powers re Planning (Minute No 19/101.1) Delegation To resolve to adopt
18.	To review the following for adoption:
18.1	Standing Orders
18.2	Financial Regulations
18.3	Risk assessment risk matrix 2023
19.	Election of Representatives to Other Bodies and arrangements for reporting back on meetings
19.1	Joint Parishes Group
19.2	Kent Association of Local Councils Maidstone Area Committee
19.3	Kingswood Primary School
19.4	Police Forum
19.5	Rural Transport Group
19.6	Village Hall Committee
19.7	Parish Liaison Meetings
19.8	Twinning Group
19.9	Leeds Castle Liaison Group
19.10	To review reporting arrangements back to full Council
20.	To review and resolve the following;
20.1	Asset Register
20.2	Draft schedule of future meeting dates
21.	To review the Council's subscriptions
21.1	KALC/NALC
21.2	SLCC for Clerk
22.	To review and approve the following policies
22.1	Complaints Procedure
22.2	Equality and Diversity Policy
22.3	Data Privacy Notice
22.4	Laptop Computer Policy issue 1
22.5	Data Retention Policy issue 1.1
22.6	GDPR Policy

23.	Finances and Payment of Accounts
23.1	Bank reconciliation – April 2023
23.2	Responsible Finance Officer's report April 2023
23.3	To approve the schedule of payments for April 2023
23.4	To ratify payments already made in May 2023
23.5	Reconciliation of invoices against cheques and ledger for April 2023
23.6	To consider performance against the 2023/24 budget
23.7	To review and resolve to accept insurance renewal for 2023/24.
23.8	To resolve to agree and renew KALC and NALC membership for 2023/24.
23.9	To resolve whether to move funds from the UTB bank account to the Nationwide bank account
24.	Sports Field
24.1	Review of the month's Sports Field Inspection Sheets
24.2	To consider further information received in relation to the coppicing of trees and resolve how to proceed
24.3	To resolve to accept quotation for the planting of trees at The Sports Field.
24.4	To resolve to accept quotation for pothole repair at The Sports Field.
24.5	To review Headcorn FC contract for The Sports Field
25.	Policing Crime Figures
26.	To discuss and amend the Highway Improvement Plan for the Parish
27.	Report from Kent Community Speedwatch regarding damage to road signs and the position of signs
28.	To discuss Parish Council Community Cost of Living Support Grant
29.	To resolve to purchase a Silent Tommy
30.	To discuss the Love Where You Live application
31.	To review and receive feedback for Parish Council Coronation Event held on 8th May 2023
32.	To discuss the village planters
33.	Residents' Concerns
33.1	Six month Leeds road closure
33.2	Nuisance bikes
34.	Any Other Information
35.	Items for next agenda for Parish Council Meeting June 2023
36.	To agree the public's exclusion from the confidential part of the meeting. That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw.
37.	To discuss sports field matter
38.	Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2024, date to be confirmed. Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 19 June 2023. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood at 7.30pm.