



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the Annual Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 20 May 2024

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Chris Pink,
Cllr Simon Pearce and Cllr Daren Moss

Hayley Roberts - Parish Clerk/RFO

There were two 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 7:30pm

Min No	Item	Action
096.	Election of Chairman (2023/24)	
096.1	To receive and consider nominations for Chairman Cllr Pearce proposed Tina Clark be elected as Chairman and this was seconded by Cllr Pink and agreed unanimously. Cllr Clark accepted the nomination.	
096.2	Elected Chairman to sign Declaration of Acceptance of Office Cllr Clark signed the Declaration of Acceptance of Office.	
097.	Election of Vice Chairman (2023/24)	
097.1	To receive and consider nominations for Vice Chairman Cllr Clark proposed Gareth Davies be elected as Vice Chairman and this was seconded by Cllr Pearce and agreed unanimously. Cllr Davies accepted the nomination.	
097.2	Elected Vice Chairman to sign Declaration of Acceptance of Office Cllr Davies signed the Declaration of Acceptance of Office.	
098.	To receive and approve apologies for absence Cllr Malcom Clarke – holiday	
099.	To receive the Declaration of Acceptance of Office for Elected Councillors. Declaration of Acceptance of Office forms received by Clerk for Elected Councillors.	
100.	Councillors Declarations of interest in items on the agenda	
100.1	Lobbying - None	
100.2	Personal Interest - None	
100.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
101.	Welcome by the Parish Council Chairman	
102.	Reports from Representatives of Outside Bodies	
102.1	Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast Apologies sent and update email received from Cllr Shellina Prendergast and read by Clerk at the meeting: 1) There is some progress on the multi parish meeting to address some of the issues we have been facing with endless road works. I have an email from the cabinet member confirming that he is in the process of consulting with Officers on the details of this but rest assured it is in hand. I will let you have details as soon as I hear something. 2) Don't know if you are aware but there is another major closure for 6 months commencing August/September in Tilden Road Headcorn. This is a South East Water closure. I have been in contact with SEW for a few weeks now about organising a meeting beforehand to iron out any issues – a sort of lessons learnt from our previous experiences. Although not directly in your parish, it will inevitably have an impact on surrounding areas. I will again keep you informed of the meeting details. 3) The pledged £500 member grant money has now been paid to Broomfield and Kingswood Parish Council for payment of the replacement Silent Tommy Statue and a contribution towards the planter cover signs.	

102.2	Maidstone Borough Council – Ward Councillor – not present	
103.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 15 April 2024. The above minutes were approved as a true copy and duly signed by Cllr Clark.	
104.	Declarations of Interest To receive Declarations of Interest forms from Elected Councillors. Cllrs given forms and will complete outside of the meeting and return to the Clerk ASAP.	
105.	For members to confirm in writing that they agree to receive ALL communications electronically during their period of office Cllrs noted the recommended measures to ensure compliance with GDPR. Cllrs completed and signed forms thereby giving their consent to receive information from Councillors and the Clerk via email. The forms were handed to the Clerk to be retained on file. Cllrs resolved that Cllr Clarke can sign the form outside the meeting.	
106.	Planning Applications The following Planning Applications to be considered and resolved: 106.1 Application Ref: 24/500581/FULL Proposal: Change of use of land to residential caravan site for one gypsy family, including stationing of 1(no) mobile home and erection of summerhouse, entrance gate and fencing, and creation of vehicle access onto Chartway Street. (Retrospective) Address: Orchard Farm Nursery Chartway Street Sutton Valence Kent ME17 3JB After due consideration Cllrs resolved that their objection still stood, no further comments. 106.2 Application Ref: 24/501664/FULL Proposal: Replacement of roof with alterations to the doors and windows to conservatory. Erection of a porch to the front entrance. Address: Badgers Wood Gravelly Bottom Road Kingswood Kent ME17 3PY After due consideration Cllrs had no objections to this application. 106.3 Application Ref: 24/501265/FULL Proposal: Siting of a caravan as a residential annexe with extension to existing drive and associated parking ancillary to the main dwelling house. Address: Mickelwood Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NU After due consideration Cllrs resolved to object to this application.	
107.	Planning Outcomes (for report only) Two applications have been decided since the last PC meet: 107.1 Application Ref: 23/505639/FULL Address: Kwana Cross Drive Kingswood Kent ME17 3NP Proposal: Siting of a replacement mobile home for gypsy/traveller use. MBC Decision: Application Permitted 15.04.24 107.2 Application Ref: 24/500831/FULL Address: 1 Kingsbroom Court, Kingswood, Maidstone. Kent ME17 3ST Proposal: Erection of a single storey rear orangery extension. MBC Decision: Application Permitted 25.04.24	
108.	Actions & Outcomes (for report only) Cllrs reviewed and discussed actions and outcomes; 108.1 - Planter cover signs ordered 108.2 - Silent Tommy statue has arrived. Clerk to arrange reinstatement.	
109.	Staff Committee 109.1 Staff Committee Report Cllr Davies reviewed the last twelve months of the Staff Committee and expressed thanks to Clerk for her hard work. 109.2 To agree committee terms of reference and scheme of delegation Circulated prior to the meeting and agreed. Cllrs resolved this is to be signed by Cllr Clark outside of meeting due to printing issue. <div style="text-align: right;">Signed _____</div>	Clerk

110. 110.1 110.2	Committee and Working Group Structure for 2023/24 To appoint membership and substitutes of committees and working groups for 2023/2024 Cllrs unanimously agreed to membership of the following committees; Staffing Committee – Cllr Davies, Cllr Pink and Cllr Pearce – Cllr Moss to be a reserve Joint Village Hall Project Committee – Cllr Clark and Cllr Clarke	
111.	Delegation Powers re Planning (Minute No 19/101.1) Delegation To resolve to adopt Circulated prior to meeting and following discussion Cllrs resolved to duly adopt delegation powers re planning (Minute No 19/101.1) Delegation. Signed by Cllr Clark.	
112. 112.1 112.2 112.3	To review the following for adoption: Standing Orders Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the Standing Orders. Duly adopted and signed by Cllr Clark. Financial Regulations Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the Financial Regulations. Duly adopted and signed by Cllr Clark and Clerk/RFO. Risk assessment risk matrix 2024 Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the risk assessment risk matrix 2024. Duly adopted and signed by Cllr Clark.	
113. 113.1 113.2 113.3 113.4 113.5 113.6 113.7 113.8	Election of Representatives to Other Bodies and arrangements for reporting back on meetings Following discussion, Cllrs agreed to be named representatives for the following; Joint Parishes Group – no longer active Kent Association of Local Councils Maidstone Area Committee – Cllr Clark Kingswood Primary School – no longer active Police Forum – ow called Cluster Meeting - Cllr Davies Rural Transport Group – now called Coordinated Parish Traffic Group – Cllr Pearce Village Hall Committee – Cllr Clark Parish Liaison Meetings – no longer active To review reporting arrangements back to full Council Following consideration Cllrs agreed to report back to full Council verbally at meetings.	
114. 114.1 114.2	To review and resolve the following; Asset Register Circulated prior to the meeting Following discussion Cllrs asked for an amendment. Clerk to action and bring to next meeting for approval. Draft schedule of future meeting dates Circulated prior to the meeting Following discussion Cllrs agreed to meeting on the 1 st and 3 rd Monday of the month. The 1 st Monday is to be reserved for planning.	Clerk
115. 115.1 115.2	To review the Council's subscriptions KALC/NALC Following discussion Cllrs agreed to continue with the subscription SLCC for Clerk Following discussion Cllrs agreed to continue with the subscription	
116. 116.1 116.2 116.3	To review and approve the following policies Complaints Procedure Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark. Equality and Diversity Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark. Data Privacy Notice Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark. <p style="text-align: right;">Signed _____</p>	

116.4	Laptop Computer Policy issue 1 Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
116.5	Data Retention Policy issue 1.1 Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
116.6	GDPR Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
117.	Finances and Payment of Accounts	
117.1	Bank reconciliation – April 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and RFO.	
117.2	Responsible Finance Officer's report April 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Davies.	
117.3	To approve the schedule of payments for April 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Moss.	
117.4	To ratify payments already made in May 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Davies.	
117.5	Reconciliation of invoices against cheques and ledger for April 2024 Councillors reconciled the invoices against the ledger, Cllr Pearce and Cllr Davies initialled the invoices and ledger accordingly.	
117.6	To consider performance against the 2024/25 budget Cllrs considered the budget performance for 2023/24 so far.	
117.7	To review and resolve to accept insurance renewal for 2024/25 Cllrs reviewed the insurance renewal of £1,319.38 for 2024/25 and resolved to renew with a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £1,369.38. Clerk to action accordingly.	Clerk
117.8	To consider donation request from Marie Curie and resolve whether to donate to the charity Cllrs discussed and resolved to donate £500 to Marie Curie. Clerk to action.	Clerk
118.	To review the effectiveness of the system of Internal Control Cllrs considered and approved the Statement of Internal Control for the year ending 31 March 2024. Cllr Clark and Clerk signed the Statement.	
119.	Approval of Annual Governance and Accountability Return (AGAR)	
119.1	To review and note the Annual Internal Audit Report dated 25 April 2024 Circulated prior to meeting. Cllrs discussed and resolved to accept the internal audit. Comments noted.	
119.2	To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024. Section 1 The Annual Governance Statement for 2023/24 was considered and approved by Cllrs. Duly signed by Cllr Clark and the Clerk.	
119.3	To approve the Accounting Statements for 2023-24, Section 2 of the AGAR for the year ending 31 March 2024, the supporting Bank Reconciliation as at 31 March 2024 and the explanation of the significant variations from last year (2022-23) to this year (2023-24). Section 2 The Accounting Statements for 2023/24 and supporting documents was considered. and approved by Cllrs and signed by Cllr Clark. RFO had signed prior to the meeting.	
119.4	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. Cllrs noted and approved the period for the Exercise of Public Rights from Monday 3rd June 2024 until Friday 12 th July 2024. Signed _____	

120.	Sports Field	
120.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed, nothing new to note.	
120.2	To discuss and resolve whether to proceed with the installation quotation for the new defibrillator at the Sports Field Cllrs reviewed installation cost and resolved to proceed with quotation of £360. Clerk to arrange.	Clerk
120.3	To review annual tree survey report and resolve whether to proceed with remedial work Cllrs reviewed annual tree survey report and discussed remedial work. Cllrs resolved to proceed and advised that the wood from the felled trees should be kept and used within the woodland. Clerk to contact company.	Clerk
121.	Policing Crime Figures No new reported items.	
122.	To receive an update from the Highways Improvement Plan meeting Cllr Pearce advised that the meeting went well, lots of items discussed including HGV access. Main points from meeting as follows; <ul style="list-style-type: none"> - The blue HGV signs are 'unenforceable' therefore it has been asked that they are removed at all locations and replaced with round 7.5 tonne weight limit signs which are enforceable by law. - 30 mph roundels along Lenham Road will be refreshed and new roundels will be installed outside the Sports Field. - Parish Council to purchase and install new road narrows warning triangle to the existing sign on Broomfield Road to make this more visible. 	
123.	To receive an update on the Joint Village Hall Project Cllr Clark advised that information has been received from an architect and a meeting is being arranged to progress this further.	
124.	To review and resolve to sign the Community Resilience Fund Grant Agreement Cllrs reviewed and resolved to proceed. Cllr Clark signed two copies of the Community Resilience Fund Grant Agreement. Clerk to action accordingly.	Clerk
125.	Residents' Concerns Waste Collection Service Cllrs discussed the issues being faced with the waste collection service and agreed that it is frustrating and not acceptable. The Clerk has already been contacting Maidstone Borough Council in relation to any issues that are highlighted to her. These issues have also been escalated to the Head of Environment and Public Realm and Cllr Gill Fort. Clerk will continue to escalate any issues raised.	
126.	Any Other Information	
094.	Items for next agenda for Parish Council Meeting June 2024	
094.1	To review and resolve to adopt the Asset Register	
094.2	To receive an update on the Joint Village Hall Project	
095.	Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2025, date to be confirmed. Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 3 June 2024 and is the Annual Parish Meeting. The Parish Council meeting will be on Monday 17 June 2024. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood at 7.30pm. Cllr Clark closed the meeting at 8.49pm Signed _____	