



Broomfield and Kingswood Parish Council

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



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 October 2023

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Simon Pearce, Cllr Jon Whitcomb and Cllr Malcolm Clarke.

Hayley Roberts - Parish Clerk/RFO

Cllr Gill Fort – MBC Ward Councillor

There was one member 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
942.	To receive and approve apologies for absence	
942.1	Cllr Chris Pink – personal commitments	
942.2	Cllr Daren Moss – personal commitments	
943.	Councillors Declarations of interest in items on the agenda	
943.1	Lobbying – None	
943.2	Personal Interest – None	
943.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
944.	Welcome by the Parish Council Chairman, Cllr Tina Clark	
945.	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort Local Plan Review – There have been some modifications to the Local Plan. Broomfield and Kingswood is referred to in Policy LPRSP8; in respect of 35 new units I Kingswood. There is limited opportunity for this to take place within Kingswood. Leeds SEW road closure – the roads are now open! Forge Lane is still closed however should be open within the coming weeks. Maidstone Town Centre - £2 million has been received from the Government to bring forward the redevelopment of the former Royal Mail sorting office. It will house 217 units and commercial space.	
	CLLR GILL FORT LEFT MEETING 7.43PM	
946.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 18th September 2023 Cllrs discussed and amendment is required. Clerk to amend and bring to next meeting for approval.	Clerk
947.	Planning Outcomes (for report only) Two applications have been decided since the last PC meet:	
947.1	Application Ref: 23/501464/FULL Address: Oakfield House Lenham Road Kingswood Maidstone Kent ME17 1LZ 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. MBC Decision: Application permitted 29.09.23	
947.2	Application Ref: 23/502949/FULL Address: Street Farm Chartway Street East Sutton Kent ME17 3DW Proposal: Extension to existing building to provide general purpose agricultural storage/packhouse building, with associated drainage and landscaping. MBC Decision: Application permitted 02.10.23	
	Signed _____	

<p>948.</p> <p>948.1</p> <p>948.2</p> <p>948.3</p> <p>948.4</p> <p>948.5</p> <p>948.6</p>	<p>Actions & Outcomes (for report only)</p> <p>Cllrs reviewed and discussed actions and outcomes. Cllrs noted the following...</p> <ul style="list-style-type: none"> - The gym equipment has been painted as per annual inspection findings. - The small goal posts have been replaced as per comments on the annual inspection. - Headcorn FC have installed a small container. This will be painted green to ensure it blends in more. - The rubber mulch surfacing has been installed around equipment as per annual inspection findings. - The Hugo Fox website package has been selected and is now active. - The damaged stone wall at Broomfield Green has been repaired on both sides. 	
<p>949.</p> <p>949.1</p> <p>949.2</p> <p>949.3</p> <p>949.4</p> <p>949.5</p> <p>949.6</p> <p>949.7</p>	<p>Finances and Payment of Accounts</p> <p>Bank reconciliation September 2023 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 September 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and Cllr Pearce.</p> <p>To approve the schedule of payments for October 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clarke and Cllr Whitcombe.</p> <p>To ratify payments already made in September 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and Cllr Pearce.</p> <p>Reconciliation of invoices against cheques and ledger for September 2023 Councillors reconciled the invoices against the ledger and Cllr Pearce initialled the invoices and ledger accordingly.</p> <p>To consider performance against the 2023/24 budget Cllrs considered the budget performance for 2023/24 so far.</p> <p>To appoint a budget review committee for 2024/25 budget Cllrs discussed and appointed Cllr Pearce and Cllr Whitcombe to meet with the Clerk. Clerk to arrange meeting date and time.</p>	<p>Clerk</p>
<p>950.</p> <p>950.1</p> <p>950.2</p> <p>950.3</p> <p>950.4</p> <p>950.5</p> <p>950.6</p> <p>950.7</p>	<p>Sports Field</p> <p>Review of the month's Sports Field Inspection Sheets</p> <ul style="list-style-type: none"> - Toddler Swings – there is a small split appearing on the orange part of the swing. Cllrs resolved that this should continue to be monitored. No action required at present. - Wear and tear (Paint coming off the Rope Swing). Cllrs resolved that this should continue to be monitored. No action required at present. - One of the Bollards on the bound is loose. Cllrs resolved that this should continue to be monitored. No action required at present. - Pothole outside the Main Gate. Cllrs resolved that this could be land belonging to Highways, Clerk to report pothole to KCC. <p>To discuss quotations for CCTV equipment and resolve how to proceed Cllrs resolved to defer until the November meeting due to third quotation still being outstanding and Cllr Pink not being present.</p> <p>To discuss car park and wooden bollards and resolve how to proceed Cllrs resolved to defer until the November meeting due to third quotation still being outstanding for CCTV and this is a linked decision.</p> <p>To consider and resolve to accept quotation for the installation of items purchased using the Love Where You Live Grant Cllrs considered quotation and resolved to accept the quotation of £100 for the installation of bird boxes, an owl box, bat boxes and bug boxes at The Sports Field. Clerk to arrange installation.</p>	<p>Clerk</p> <p>Clerk</p>
<p>951.</p> <p>951.1</p> <p>951.2</p>	<p>Policing</p> <p>Crime Figures</p> <p>Between 21:00 on Monday 18th of September and 07:00 on Tuesday 19th of September in Chartway Street. Somebody damaged grass by pouring fuel over it. Crime Report No. 46/172667/23 - Posted 27/09/2023</p> <p>Between 21:00 on Friday 22nd of September and 09:00 on Saturday 23rd of September in Chartway Street. Somebody damaged grass by pouring fuel onto it. This has happened twice in a week. Crime Report No. 46/172807/23 - Posted 27/09/2023</p> <p style="text-align: right;">Signed _____</p>	

952.	To consider and approve GDPR policy Cllrs resolved to defer until the November meeting due to Cllr Pink not being present.	
953.	To receive an update on the Joint Village Hall Project Cllr Clark advised they are jointly looking at gathering information to submit a request for a formal meeting with pre planning.	
954.	To consider and approve the External Auditor Report and Certificate 2022/23 Cllrs considered and approved the External Auditor Report and Certificate 2022/23. Clerk advised that the notice of conclusion of audit has been posted on the website and notice boards.	
955.	To provide feedback from and discuss Annual Clerks Conference and Annual Finance Conference Clerk provided feedback from both conferences. The main advantage was the networking with other local Parish Clerks.	
CLLR GARETH DAVIES LEFT MEETING 8.23PM AND RETURNED AT 8.25PM		
956.	To receive feedback from Maidstone KALC Meeting held on 25.09.2023 Cllr Clark provided feedback from meeting. The Parish Charter survey was highlighted however Broomfield and Kingswood Parish Council did not receive this. Clerk advised this has now been received and an extension granted. Clerk to complete. Emergency plans were also discussed and KALC are sending a template to Parishes.	Clerk
957.	To discuss implementation of an Emergency Plan for the Parish Cllrs discussed and resolved that an emergency contact list should be created as a minimum. Clerk to ask residents re any useful skills they have (for example First Aider) and start to create a list.	Clerk
958.	To consider Maidstone Local Plan Review – Main Modifications Consultation following Examination and accompanying consultations Cllrs considered consultations and resolved no comments required.	
959.	To discuss whether to proceed with The DHSC Community Automated External Defibrillator Fund application Clerk advised that there are 100 units available which will be fully funded, selected from applications in areas that are most in need of a defibrillator. 1900 applications will receive a contribution from DHSC and London Hearts alongside their own match funding. Applicants will be required to provide their own match funding of circa £750. Cllrs resolved that a second defibrillator is something that the Parish would hugely benefit from and agreed that an application should be made. Clerk to submit an application.	Clerk
960.	To discuss plans for ceremony on Remembrance Day Cllrs advised that there will be no formal ceremony as Broomfield Church are holding a service which Cllr Clark and the Clerk are attending. Cllrs however advised that residents if they wished to could gather at the newly installed Silent Tommys (located at the Broomfield sign and Kingswood sign) to show their respects.	
961.	To discuss village speed signs Cllrs discussed and agreed that the wording need to be chosen carefully. Clerk to contact Primary School and local Scout Group to discuss possibility of the children designing a sign.	Clerk
962. 962.1 962.2	To discuss the village planters and resolve how to proceed Cllrs resolved to replace damaged/tatty signs on the planters. Clerk to obtain quotations. Cllrs also resolved to purchase a planter for Broomfield. Clerk to obtain quotations.	Clerk Clerk
CLLR JON WHITCOMB LEFT MEETING 9.02PM		
963. 963.1 963.2	Residents' concerns Hedges along lanes – Broomfield Road has been reported and chased on a number of occasions by Parish Clerk – KCC advise this is under investigation. Clerk will keep chasing. Salt bins – it has been highlighted that the salt bins are being used to put dog poo bags in and other rubbish. Cllrs want to remind residents to use the MBC rubbish bins provided. Residents will potentially need the salt bins in the coming months!	Clerk
Signed _____		

964.	<p>Any other information Speedwatch September figures are shown below. It was noted by Councillors that quite a few of the speeding vehicles are actually driven by Kingswood residents!</p> <table border="1" data-bbox="256 170 1112 584"> <thead> <tr> <th></th><th>Sept 2023</th><th>Since Speedwatch started Feb 2022</th></tr> </thead> <tbody> <tr> <td>No of Sessions</td><td>16</td><td>430</td></tr> <tr> <td>No of Vehicles exceeding speed limit</td><td>70</td><td>1088</td></tr> <tr> <td>Total No of Vehicles Observed in sessions</td><td>2518</td><td>28695</td></tr> <tr> <td>Maximum Speed</td><td>51</td><td>55</td></tr> <tr> <td>No of volunteer Hours</td><td>36</td><td>541</td></tr> </tbody> </table>		Sept 2023	Since Speedwatch started Feb 2022	No of Sessions	16	430	No of Vehicles exceeding speed limit	70	1088	Total No of Vehicles Observed in sessions	2518	28695	Maximum Speed	51	55	No of volunteer Hours	36	541	
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940. 940.1 940.2 940.3 940.4 940.5	<p>Items for next agenda</p> <p>To receive an update on the Joint Village Hall Project</p> <p>To discuss quotations for CCTV equipment and resolve how to proceed</p> <p>To discuss car park and wooden bollards and resolve how to proceed</p> <p>To discuss BBQ stations at the Sports Field</p> <p>To consider and approve GDPR policy</p>																			
941.	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council is scheduled for Monday 6th and 20th of November 2023. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>There was no further business, Cllr Clark closed the meeting at 9.14pm</p> <p style="text-align: right;">Signed _____</p>																			