



# 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 20 November 2023

**Present at meeting:** Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Daren Moss and Cllr Malcolm Clarke.

Hayley Roberts - Parish Clerk/RFO

There was 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 7:30pm

Min No	Item	Action
<b>967.</b> 967.1 967.2	<b>To receive and approve apologies for absence</b> Cllr Chris Pink – illness Cllr Simon Pearce – illness	
<b>968.</b> 968.1 968.2 968.3	<b>Councillors Declarations of interest in items on the agenda</b> Lobbying – None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
<b>969.</b>	<b>Welcome by the Parish Council Chairman, Cllr Tina Clark</b>	
<b>970.</b>	<b>Reports from Representatives of Outside Bodies</b> Maidstone Borough Council – Ward Councillor – Gill Fort Apologies received due to work commitments.	
<b>971.</b>	<b>To approve the minutes of the meetings of Broomfield &amp; Kingswood Parish Council</b> <b>Minutes of Parish Council Meeting held on 18th September 2023 and 16th October 2023</b> The above minutes were approved as a true copy and duly signed by Cllr Clark.	
<b>972.</b>	<b>Ratification of Planning consultation 23/504577/FULL 1 Ivy Close Kingswood Maidstone Kent ME17 3QN</b> Using Delegation Powers re Planning (Minute No 19/101.1) Delegation the above application was reviewed by Councillors and a response submitted by email due to time constraints. Cllrs ratified the email decision to approve the above planning application.	
<b>973.</b>	<b>Planning Outcomes (for report only)</b> One application has been decided since the last PC meet:  Application Ref: 23/503871/FULL Address: 4 The Walk Kingswood Maidstone Kent ME17 3QQ Proposal: Enlargement of existing porch to form entrance hall. <b>MBC Decision: Application permitted 24.10.23</b>	
<b>974.</b> 974.1 974.2	<b>Actions &amp; Outcomes (for report only)</b> Cllrs reviewed and discussed actions and outcomes. Cllrs noted the following... - All bird boxes, bat boxes and bug houses have now been installed at The Sports Field using the Maidstone Borough Council Love Where You Live Grant. - Potholes requiring repair outside The Sports Field have been reported to MBC.	
<b>975.</b> 975.1 975.2 975.3	<b>Finances and Payment of Accounts</b> Bank reconciliation October 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO.  Responsible Finance Officer's report October 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and Cllr Moss.  To approve the schedule of payments for November 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clarke and Cllr Davies.	
<b>Signed</b>		

975.4	To ratify payments already made in October 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and Cllr Moss.	
975.5	Reconciliation of invoices against cheques and ledger for October 2023 Councillors reconciled the invoices against the ledger and Cllr Davies initialled the invoices and ledger accordingly.	
975.6	To consider performance against the 2023/24 budget Cllrs considered the budget performance for 2023/24 so far.	
975.7	Ratification of donation of £125 towards the Kingswood Reverse Santa Event on 02/12/2023 Cllrs ratified the email decision to donate £125 to the Kingswood Reverse Santa Event.	
975.8	To review and discuss draft budget for 2023/24 Cllrs reviewed the budget and make some amendments. Clerk to action amendments and bring to next meeting for approval.	Clerk
975.9	To discuss and approve renewal of Microsoft 365 Business Standard subscription Cllrs discussed and approved the renewal of the Microsoft 365 Business Standard subscription at a cost of £225.60.	
975.10	To consider request from Heart of Kent Hospice Correspondence received from the Heart of Kent Hospice asking for financial support. Cllrs reviewed the request of noted that in the past twelve months, the hospice has cared for fourteen patients from the Broomfield and Kingswood Parish. Cllrs resolved to make a donation of £750 to ensure that patients from Broomfield and Kingswood can continue to receive this important care. Clerk to action.	Clerk
<b>976.</b>	<b>Sports Field</b> Review of the month's Sports Field Inspection Sheets	
976.1	- Missing plants from planters – someone is removing plants from the planters. Please can we remind residents that these planters and plants belong to the Parish Council and all thefts are being reported to the Police.	
976.2	- Fly tipping near bins – bin bags and other items are being left next to MBC and Parish Council bins. Please dispose of your household waste in your own household bin.	
976.3	To discuss quotations for CCTV equipment and resolve how to proceed Cllrs resolved to defer until the next meeting due to third quotation still being outstanding and Cllr Pink not being present.	
976.4	To discuss car park and wooden bollards and resolve how to proceed Cllrs resolved to defer until the next meeting due to third quotation still being outstanding for CCTV and this being a linked decision. Cllrs did discuss the possibility of installing concrete steps or the possibility of flattening specific entrances along the bund instead of fencing and asked the Clerk to investigate this further.	
976.5	To discuss the possible installation of BBQ stations at the Sports Field Cllrs discussed information received from Kent Fire and Rescue and resolved after much deliberation not to proceed any further with the installation of BBQ stations. This may be revisited at a later date.	Clerk
<b>977.</b>	<b>Policing</b>	
977.1	Crime Figures Between 20:00 on Thursday 26th of October and 20:00 on Saturday 28th of October in Laurel Grove. Somebody tried to damage a residential property. Crime Report No. 46/192927/23 - Posted 31/10/2023	
977.2	Feedback from Parish Councillors meeting with Police Sergeant Paul Cook After the recent antisocial behaviour, which included damage to the Silent Tommy Statue, in the Parish Cllrs felt that it was important to meet with Kent Police to highlight the incidents in person and discuss what the Parish Council can do. The meeting was very productive and the main points that came out of the meeting were that in order for Kent Police to take action they need to build up a case, to do this <u>everything</u> must be reported using the online tool, 101 or if an emergency 999. Kent Police can not see social media posts therefore please can we ask that everything is reported, no matter how small. Cllrs also noted that although Kent Police are not always visible they are still there and do patrol the area. More officers have been recruited therefore this presence will increase.	
<b>978.</b>	<b>To consider and accept the resignation of Cllr Jon Whitcombe</b> Cllrs discussed Cllrs Whitcombes resignation and resolved to accept it.	
<b>979.</b>	<b>To consider and approve GDPR policy</b> Cllrs resolved to defer until the next meeting due to Cllr Pink not being present.	
Signed _____		

980.	<b>To receive an update on the Joint Village Hall Project</b> Cllr Clark updated Cllrs and advised that a date for a meeting with the Maidstone Borough Council Pre-Planning Department has today been offered and we will be approaching the Village Hall Committee to confirm it is suitable.	
981.	<b>To discuss and resolve whether to accept and implement NALC National Salary Award 2023/24</b> Circulated prior to the meeting, Cllrs discussed the NALC National Salary Award 2023/24 and resolved to accept it. Clerk to action necessary changes and implement.	Clerk
982.	<b>To discuss implementation of an Emergency Plan for the Parish</b> Cllrs want to thank everyone that has been in contact so far. Cllrs resolved to hold a meeting in the new year to provide further details. Clerk to arrange in the new year.	Clerk
983.	<b>To resolve whether to hold a December Parish Council meeting</b> Cllrs resolved that there will be no meeting held in December. The next Parish Council meeting will be held on Monday the 15 <sup>th</sup> of January 2024.	
984.	<b>Feedback from meeting with KCC in relation to Highways Improvement Plan</b> Cllr Pearce and the Clerk met with KCC to discuss the Parish Highway Improvement Plan. Issues were raised particularly in relation to speed and signage and these are now being investigated by KCC. The Highway Improvement Plan is available to view on our website. If any residents would like to raise any issues in relation to Highways please contact the Parish Clerk to discuss.	
985.	<b>To discuss whether to agree to adopt the 2024 KALC Community Awards Scheme and resolve what the nomination process should be</b> Cllrs resolved not to adopt the scheme as the Parish Council has its own scheme, the Tom Hoy Award.	
986.	<b>Residents' concerns</b> Silent Tommy Damage It is with deep disappointment and sadness that we address the recent act of vandalism targeting our newly installed Tommy statue. This iconic figure, which stands as a poignant reminder of the sacrifices made by our servicemen and women in World War 1 and 2 and all the conflicts since holds great significance with residents and in our wider community. The act of damaging this memorial is not only a disheartening disservice to the memory of those who served our nation but also an affront to the values of respect and unity that we hold dear. We vehemently condemn such actions, as they undermine the shared heritage and history that we all hold in common. The Tommy statue was repaired and continues to stand as a symbol of remembrance and gratitude. The vandalism was reported to the Police and a follow up meeting was attended by Councillors. Vandalism of any kind will not be tolerated in our community. If any residents can provide information please contact the Parish Clerk. We would like to express our sincere appreciation for the outpouring of support and offers of assistance from our community members. Together, we can overcome this act of vandalism and ensure that our Tommy's continue to serve as symbols of gratitude and remembrance. In unity, we find strength. Let us stand together and demonstrate our unwavering commitment to honoring our veterans and preserving the history that unites us. Broomfield and Kingswood Parish Council	
987.	<b>Any other information</b> Pop Up Café The next Pop Up Café is being held on Thursday the 21 <sup>st</sup> of December 10.30am – 12.30pm. All welcome, come along and enjoy a mince pie in the warm!	
965.	<b>Items for next agenda</b> 965.1 To receive an update on the Joint Village Hall Project 965.2 To discuss quotations for CCTV equipment and resolve how to proceed 965.3 To discuss car park and wooden bollards and resolve how to proceed 965.4 To consider and approve GDPR policy	
966.	<b>Parish Council Meetings</b>  <b>The next meeting of the Parish Council is scheduled for Monday 15th of January 2023. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</b>  <b>There was no further business, Cllr Clark closed the meeting at 9.10pm</b>  <b>Signed _____</b>	