



Broomfield and Kingswood Parish Council

www.broomfieldandkingswood.kentparishes.gov.uk



Notice of the Annual Parish Council Meeting

To: All Councillors

You are hereby summonsed to attend the Annual Parish Council Meeting to be held at the Village Hall, Gravelly Bottom Road, Kingswood on Monday 20 May 2019 following the APM.

Dated 14 May 2018

Signed: Pam Bower Parish Clerk

A G E N D A

No	Item
1.	Apologies for Absence
2.	Councillors Declarations of interest in items on the agenda Lobbying Personal Interest Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
3.	Welcome by the Parish Council Chairman, Tina Clark
4.	Minutes of the Annual Parish Council Meeting held on 21 May 2018
5	Election of Chairman (2019/20)
5.1	Chairman to sign Declaration of Acceptance of Office
6	Election of Vice Chairman (2019/20)
6.1	Vice Chairman to sign Declaration of Acceptance of Office
7	To receive councillor's acceptance of office forms
8	For members to confirm in writing that they agree to receive ALL communications electronically during their period of office
9.	Planning Applications
9.1	The following Planning Applications to be considered and resolved: Application: 19/502233/TPOA Proposal: Proposed conversion of existing outbuilding to ancillary accommodation and erection of a 3 bay garage Location: Great Ivy Cottage, Upper Street, Broomfield, Maidstone, Kent, ME17 1PS
9.2	Application: 19/502234/LBC Proposal: Listed Building Consent for proposed conversion of existing outbuilding to ancillary accommodation and erection of a 3 bay garage. Location: Great Ivy Cottage, Upper Street, Broomfield, Maidstone, Kent, ME17 1PS

9.3	Application: 19/502273/FULL Proposal: Erection of a single storey flat roof rear extension incorporating roof lantern. Location: 14 Bushy Grove, Kingswood, Maidstone, Kent, ME17 3QL
10	Planning Outcomes (for report only)
10.1	19/501408, The Whispers, Whitehall Drive, Kingswood – Conversion of existing garage block into an ancillary accommodation – Application permitted 07.05.19
11	To consider the Staff Committee Terms of Reference and Scheme of Delegation for approval
11.1	To agree committee terms of reference and scheme of delegation
12	Election of Committee Members
12.1	Staffing Committee
13	To review the following for adoption:
13.1	Standing Orders
13.2	Financial Regulations
14	Election of Representatives to Other Bodies and arrangements for reporting back on meetings
14.1	Joint Parishes Group
14.2	Kent Association of Local Councils
14.3	Kingswood Primary School
14.4	Police Forum
14.5	Rural Transport Group
14.6	Village Hall Committee
14.7	Parish Liaison Meetings
15	To review the following
15.1	Asset Register
15.2	Financial and Council Risk Assessment
16	To review the Council's subscriptions
16.1	KALC
16.2	SLCC for Clerk and Deputy Clerk
16.3	Action for Rural Communities in Kent
17	To review the following
17.1	Complaints Procedure
17.2	Equality and Diversity Policy
17.3	Data Privacy Notice
18	Other Business:-
18.1	Finance
18.2	Approval of Annual Governance and Accountability Return (AGAR)
18.3	Approval of Parish Service Scheme Annual Statement 2018-19
18.4	Approval of Annual Insurance proposal
19	Any Other Information
	The date of the next Annual Parish Council Meeting will be held May 2020, date to be confirmed.