



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of a meeting of the Parish Council held at
the Village Hall, Kingswood on Monday 15 April 2019

Present: Cllr Tina Clark (Chair); Cllr Mike Darling; Cllr Gareth Davies;
Cllr Janet Tandy; Cllr Peter Page; (5)

Pam Bower – Parish Clerk
Gail Gosden – RFO
Jo Gosden – RFO in waiting

There was one member of the public joined the meeting at 19:37

There were no declarations of intent to record the meeting by Councillors or
members of the public.

Cllr Clark opened the meeting at 19:16

Min No	Item	Action
352	To receive and approve apologies for absence Cllr Tom Hoy– family commitments Cllr Steve Lakin – family commitments	
353 353.1	To Welcome the New RFO Feedback on discussion between Clerk and RFO regarding RFO areas of responsibility As previously agreed by Councillors, the areas of responsibility for the Clerk and RFO will be determined once the new RFO has been in post for a few months.	
354 354.1 354.2 354.3	Councillors Declarations of interest in items on the agenda Lobbying – None Personal Interest – Cllr Darling in respect of Item 356.1 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – Cllr Darling in respect of Item 356.1	
355 355.1 355.2	Reports from Representatives of Outside Bodies Kent County Council – County Councillor – Maidstone Rural East –Shellina Prendergast Cllr Prendergast sent her apologies. A report was provided but not read to Cllr. Report to be red at Parish Council meeting on 17 June 2019. Maidstone Borough Council – Ward Councillor – Gill Fort Cllr Fort reported that everything was very quiet during the election period and so had nothing to report.	Amendment
<i>Cllr Darling left the room at 19:25</i>		
356 356.1	Planning Applications The following Planning Applications to be considered and resolved: Application: 19/501408/FULL Proposal: Conversion of existing garage block into an ancillary accommodation. Signed _____	

	Location: The Whispers, Whitehall Drive, Kingswood, Maidstone, Kent APPROVED	
<i>Cllr Darling returned to the room at 19:30</i>		
356.2	<p>Application: 19/501634/TPOA Proposal: G1 – Reduce group of coppice Chestnut in decline by up to 1.5m. T1 & T2 – Fell stems to ground on Sweet chestnut in decline Location: 6 Nine Oaks Court, Kingswood, Maidstone, Kent</p> <p style="text-align: right;">APPROVED</p>	
356.3	<p>Application: 19/501512/FULL Proposal: Construction of steel-clad garden and hay store. Location: Uplands, Gravelly Bottom Road, Kingswood, Maidstone, Kent</p> <p style="text-align: right;">REFUSED</p> <p>Following discussion Councillors refused this application and expressed concerns that the application was for an agricultural building in a residential area. Concerns were also raised at the closeness of the building to the road. Councillors do not wish this application to go to Planning committee and are happy to defer this to Maidstone Borough Council's Planning Officer's determination</p>	
357	<p>Planning Outcomes (for report only) 18/504803, The Old Forge Works, Chartway Street – Demolition of existing building and erection of 7 no. dwellings – Application refused 08.04.19</p> <p>18/50664, Land at Ashford Drive, application to relocate the approved bin collection point – Application permitted, 20.02.19</p> <p>19/500155, 13 Tall Trees Close, Demolition of existing conservatory and erection of 2 storey side extension and front porch – Application permitted 06.03.19</p> <p>18/505973/AV, Advert at Homestead Works, Gravelly Bottom Road, advert consent for the retention of 1 No. handing signs to support customers and deliveries in locating the business, and to advertise produces and services – Application refused 01.04.19</p>	
358	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council</p> <p>358.1 Minutes of Parish Council Meeting held on 18 March 2019 The above minutes were approved following amendment and duly signed as a true record by Cllr. Clark.</p> <p>358.2 Minutes of the Parish Council Office Committee Meeting held on 1 April 2019 The above minutes were approved and duly signed as a true record by Cllr. Darling.</p>	
359	<p>Actions and Outcomes (for report only) Councillors were advised that all actions are either complete, in progress or for discussion under item 364 below</p>	
360	<p>Finances and Payment of Accounts - RFO 360.1 Bank reconciliation – March 2019 These were circulated prior to the meeting, agreed by all and signed by Cllr Clark.</p> <p style="text-align: right;">Signed _____</p>	

360.2	<p>Responsible Finance Officer's report</p> <p>A previous version of this report had been circulated to councillors the RFO therefore read from her correct copy and this was retained on file. The RFO to recirculate the correct document.</p>	RFO
360.3	<p>To approve accounts for payment & ratify payments already made</p> <p>Councillors resolved to approve the accounts for payment & ratified payments already made.</p>	
360.4	<p>Reconciliation of invoices for March 2019</p> <p>Councillors checked the invoices against the ledger and initialled the invoices and ledger accordingly</p>	
360.5	<p>To agree the PSS Grant formula funding agreement</p> <p>Concern was raised that the funding spreadsheet needed to be signed. Following the meeting this was clarified and Councillors advised via email that they agreed with the PSS Grant Formula Funding Agreement. Clerk to advise Mark Green accordingly.</p>	Clerk
361	<p>Policing</p> <p>Crime figures</p> <ul style="list-style-type: none"> <p>Broomfield and Kingswood</p> <p>On Tuesday 2nd of April around 12:00am. The owner of a property heard a bang and upon investigation found that their window had been smashed.</p> <p>Broomfield and Kingswood</p> <p>Between 4:00pm on Thursday 14th of March and 4:09pm on Tuesday 19th of March. Fencing was damaged at a residential property.</p> <p>Broomfield and Kingswood</p> <p>On Saturday 9th of March between 12:01am and 4:23pm in Ashford Drive. Youths were seen throwing stones at a property and a garage, damaging the garage.</p> <p>Broomfield and Kingswood</p> <p>On Tuesday 19th of March around 3:55pm in Chestnut Drive. Three youths were seen kicking fence panels causing damage to them.</p> <p>Broomfield and Kingswood</p> <p>On Thursday 14th of February between 5:58pm and 6:10pm. Something was thrown at a garage door causing some damage.</p> <p>Broomfield and Kingswood</p> <p>Between 7:00pm on Friday 18th of January and 10:45am on Saturday 19th of January. Conifer trees have been stolen from outside a property.</p> <p>Broomfield and Kingswood</p> <p>On Friday 1st of February between 3:00am and 10:32am. A break in occurred in a workshop triggering the alarm. Entry was gained but nothing has been reported stolen.</p> <p>The PCSO was unable to attend the meeting but had sent an email that was read to Councillors.</p> <p>There have not been any recent reports about antisocial behaviour or criminal damage in the village. The PCSO hoped that her endeavours along with those of the Joint Family Management Officer to address the issues were proving successful.</p> <p>Signed _____</p>	

	There have been a few reports of shed break ins within the ward and the PCSO has observed fly tipping in Old Mill lane. There have also been several thefts from vehicles. The PCSO requested that residents be encouraged to remain vigilant in all matters mentioned above and to not keep valuables of any kind in their vehicles and to make sure petrol caps are locked.	Clerk
362 362.1	Training for Councillors and Staff To consider training that is currently available and resolve if it should be accessed by Councillors/staff A schedule of training had previously been circulated to Councillors. After discussion it was agreed that: <ul style="list-style-type: none"> • The Clerk and RFO should attend the SLCC Regional Training Seminar in May 2019 • The RFO should undertake the VAT webinar in 2020 • The Clerk and RFO should take part in the Agenda and Minutes Webinar in June 2019 • A decision on attendance on the Accessibility Guidelines Webinar should be deferred until the Clerk has had an opportunity to understand more • More information on the KALC Clerks Conference to be provided at the next Parish Council meeting • Any new Councillors to attend the Dynamic Councillor Training in June • Clerk and RFO to attend the KALC Audit Workshop in May 2019 	Clerk
363 363.1 363.2	SharePoint for Councillors To receive an update on enabling a SharePoint site Councillors were advised that it not going to be possible to set up a SharePoint Site To resolve whether to proceed with a OneDrive site Following discussion, it was resolved that the Parish Council should proceed with setting up a OneDrive site. Clerk to contact Weald Computer Systems. It was suggested that it would be beneficial for the Parish Council to have access to the Village Hall WiFi. Following discussion, it was agreed that Cllr. Darling would raise it at the next Village Hall Committee meeting.	Clerk Cllr Darling
364 364.1	Parish Council Action Plan To monitor relevant actions and take appropriate actions Councillors monitored the whole action plan and those actions relevant to April. <ul style="list-style-type: none"> • All actions relating to a SharePoint facility will now be progressed via a OneDrive site. • The Action relating to Cllrs attending clubs and group meetings is complete • Actions relating to financial controls will be progressed following the elections. • Councillors were reminded that they need to activate their Parish Council email address as a matter of urgency. • Clerk to ask the Scouts to ensure that the sports field gate is locked if the car park is empty when they leave the site. Clerk to update Acton Plan accordingly. 	Clerk
365 365.1	Number of Parish Council Meetings a month To discuss whether the pilot of two meetings a month should continue. Following discussion Councillors resolved that there should be one Parish Council Meeting on the third Monday in the month with an Extraordinary Meeting being called if necessary, on the first Monday in the month.	Clerk
Signed _____		

366 366.1	CCTV To receive an update on the progression of the CCTV following the resolution at the last Parish Council meet Following the Parish Council meeting in March the Clerk had contacted BT and had been advised that the price quoted was incorrect. Councillors agreed that the new quote was too expensive and so it was resolved to ask the Village Handyman to check the CCTV regularly. Clerk to advise the Handyman accordingly.	Clerk
367. 367.1	Lenham Road, Kingswood To consider the request to locate and investigate one of the Soakaways on Parish Council land after recent reports of flooding The request, having previously been circulated to Councillors for consideration was agreed subject to any damage being repaired and the site being left in the condition in which it was found. Clerk to contact KCC Drainage Assets Engineer accordingly and ask that she be advised of date when the work would be undertaken.	Clerk
368 368.1	Letter to farmers re Wildlife – Cllr Hoy As Cllr Hoy was not present it was agreed that this item be deferred to the next meeting of the Parish Council	Clerk
369 369.1	Defibrillator at the Village Hall – Cllr Clark To consider provision of a defibrillator at the village hall Following discussion Councillors agreed that it would be useful to have a Defibrillator at the village hall and would consider contributing to the cost as a user of the village hall. Cllr Tandy to advise the Village Hall Committee at their next meeting.	Cllr Tandy
370 370.1 370.2	Staff Committee To resolve whether to reinstate the Staff Committee Following receipt of two requests from Councillors to reinstate the Committee and subsequent discussion Councillors resolved that the Staff Committee be reinstated. To resolve membership of the Staff Committee if it is reinstated Cllrs Tandy, Darling and Page would form the Committee. The Chair and Vice Chair would be determined at the Annual Parish Council Meeting.	Clerk
371 371.1	Delegated powers for Committees To resolve whether to delegate partial powers to the Staff Committee and the Parish Council Office Committee Councillors resolved that the Staff Committee should have Delegated Powers but if there is a serious issue that it be brought to the full Council. Clerk to update relevant documentation. The Parish Council Office Committee is suspended so this is no longer relevant to that committee.	Clerk
372 372.1 372.2	Permissive Footpath – Cllr Clark To consider a resident's query regarding the Permissive Footpath Cllr Clark advised that residents had expressed concerns that they did not know where the permissive footpath was. It was agreed that there should be an article in the June Newsletter and that information be sent to residents on the email distribution list. Permissive Footpath signs – ratification of decision taken at Parish Council Meet on 18 March Signed _____	Clerk

	The decision taken at the March Parish Council meeting to install 2 new permissive footpath signs was ratified. Clerk to advise Maidstone signs accordingly	Clerk
373 373.1	Parish Events – Cllr Clark To receive an update on arrangements for the Parish Summer Event Councillors were updated on progression of arrangements for the Parish Event which will take place in the Sports Field on 15 June 2019.	
374 374.1	Parish Noticeboards To receive an update on replacing the Broomfield Green Noticeboard As Broomfield Green is a conservation area, new quotes had been obtained for a like for like replacement and these were very high. Following discussion Councillors resolved to refurbish the existing sign subject to approval by Cllr Fort. A quote had been obtained and as it was less than £500 Councillors were happy to accept the quote. Clerk to advise accordingly.	Clerk
375 375.1	Monthly Coffee Meet To consider outcome of Councillor/resident discussions at the last monthly coffee meet Residents had raised 2 queries: 1. Local crime and nuisance issues – The PCSO has spent a considerable amount of time in the village and there have been no recent reports of crime or disruptive behaviour. 2. Flooding on the corner of the road near to the village hall – Cllrs have previously agreed to allow the soakaways to be investigated and this may ease the flooding issue. Cllr Clark is attending the May Monthly Coffee morning and Cllr Davies will attend the June one	
376 376.1	Sports Field – RFO – Gail Gosden Update on play area installation. Cllrs thanked the RFO for her work on this and agreed it is a great success. There have been 2 issues: 1. Slipping in the play house – following discussion Councillors agreed to wait to see if the issue continues. RFO to respond to the resident who raised the issue. 2. Locks on the play area gates – Councillors were advised that the gates are a recognised design and that people need to be able to enter quickly in the case of an emergency.	RFO
376.2	Update on boundary fencing and repairs required. Fencing behind Scout Hut - Following discussion, Councillors agreed that the Village Handyman should be instructed to clear as necessary in order to establish if the existing fence can be repaired. Boundary fence abutting Ms Parker's land – Following discussion Councillors were satisfied that the relevant fencing is perfectly sufficient and at this time it is not proposed to replace this fencing.	Clerk
376.3	Update on car park repairs – a quote had been obtained to make good the potholes that have appeared near the Sports Field entrance. As this was under £500 Councillors agreed to proceed with the quote. Clerk to instruct accordingly, once the soakaway investigation has taken place.	Clerk
376.4	Scout Camp Fire - To discuss the Scout's request to have campfire facilities Signed _____	

	nearer to the entrance to the Scout Hut Following discussion Councillors agreed that the proposed site could be used for a campfire and that Councillors would review it 3 months' time.	Clerk
377 377.1	Arrangements for APM & APCM To review and agree format and other details for the annual meetings on 13 May Councillors agreed that the APM would be held first and be followed by the APCM. Clerk to produce a booklet of reports. Refreshments would be provided as per last year.	Clerk
378 378.1	Parking on Gravelly Bottom Road near its junction with Lenham Road – Cllr Clark To consider an issue raised by a resident – Following discussion Councillors agreed that the Clerk should contact KCC Highways re the possibility of putting yellow lines in place.	Clerk
379 379.1	Parish Council Office Committee – Cllr Darling To receive feedback from meeting of Parish Council Office Committee and ratify the decision taken to suspend the committee until further notice Cllr Darling advised that a SWOT analysis had taken place re the 4 potential options. Whilst a local shop premises was the best option, this is currently not available. The second-best option was the purchase of a property in the village. The next steps are to undertake a survey of residents followed by a public meeting. The decision to suspend the Parish Council Office Committee was duly ratified by Councillors.	
380 380.1	Any other information Update on Maidstone Borough Council's Call for Sites Councillors were alerted to an Article in the Downs Mail advising that a local resident may again submit a 900 plus scheme for an eco-village called Broomfield Park near Kingswood, which backers claim could generate millions of pounds for a relief road.	
380.2	Feedback from Litter Picking Exercise Councillors were advised that there had been a really good turnout and mention of the event had been made on Facebook. It is proposed to run another litter pick in 2/3 months' time with a focus on one area only.	
380.3	Feedback from Bus Consultation meet, 25.03.19 – Cllr Clark Councillors were advised that the pilot will be going ahead with 6 buses a day. It is a feeder service to Morrison where residents will be able to change to a bus going into Maidstone or Headcorn/Tenterden. Only one ticket will be needed, and bus passes will be honoured. There will be a dedicated pull in lane at Morrisons. The pilot will start in June although the timetable is still to be established. There will be an advertising campaign once the timetable is set. It is essential that the buses are used.	
380.4	Council Elections Councillors were advised that there are 7 Councillors standing and that they will be elected uncontested. There will therefore be 2 vacancies which can be co-opted to 4 days after the election date.	
380.5	Progress on the use of the Parish Council email addresses – discussed under 364 above.	
380.6	Village Hall Summer Fete – Cllr Page agreed to organise an event for this fete. Signed _____	Cllr Page Clerk

	Clerk to advise Val Clark accordingly. The Council would also make a suitable donation for a table. This decision to be ratified at the next Parish Council Meeting	Clerk
380.7	Timing of Parish Council Meetings – following discussion it was agreed they would start at 19:15.	
381	Items for next agenda <ul style="list-style-type: none"> • Letter to farmers re Wildlife – Cllr Hoy • Additional information on the KALC Clerks Conference • Ratification of decision re donation for a table at the Village Fete. 	
382	Parish Council Meetings The next meeting of the Parish Council will be on Monday 13 May 2019, which will be the Annual Parish Meeting at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. This will be followed by the Annual Parish Council Meeting. There was no further business, Cllr Clark closed the meeting at 22:26 <p style="text-align: right;">Signed_____</p>	