



Broomfield and Kingswood Parish Council

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



Public Notice of a Meeting of the Parish Council

To: All Councillors

You are hereby summonsed to attend the Parish Council Meeting of Broomfield and Kingswood Parish Council to be held at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX on Monday 16th February 2026 at 7.30pm.

To: All Residents

Members of the public are welcome to join.

Dated 10th February 2026

Signed: **Hayley Roberts**, Parish Clerk

AGENDA

Chairman's Announcement: *Whilst it is permitted to record this meeting any person, Councillor or member of the public, wishing to do so is obliged to notify the meeting, before commencement of their intention to do so.*

Public Forum - *The Chairman welcomes members of the public and invites them to speak prior to the start of the Meeting, relating to the Agenda or local issues, (to a maximum of fifteen minutes and three minutes per speaker). You are requested to state your name and address prior to speaking.*

No	Item
1.	To receive and approve apologies for absence
2.	Councillors Declarations of interest in items on the agenda
2.1	Lobbying
2.2	Personal Interest
2.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
3.	Reports from Representatives of Outside Bodies
3.1	Maidstone Borough Council – Ward Councillor – Gill Fort
3.2	Kent County Council – County Councillor – Cllr Sarah Emberson
4.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 19th January 2026
5.	Ratification of Planning consultation applications decided by email using Delegation Powers re Planning (Minute No 19/101.1) Delegation;
5.1	Application Ref: 26/500025/FULL Proposal: Erection of a single storey rear extension with a glazed link-to main dwelling. Alterations to the existing rear dormer to add a pitched roof and changes to fenestration. Replacement front garden wall and gates. Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ
5.2	Application Ref: 26/500026/LBC Proposal: Listed Building Consent for internal and external alterations and refurbishments including the erection of a single storey rear extension with a glazed link-to main dwelling. Alterations to the existing rear dormer to add a pitched roof and changes to fenestration. Replacement front garden wall and gates. Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ
6.	Planning Outcomes (for report only)
7.	Actions & Outcomes (for report only)

8.	Finances and Payment of Accounts
8.1	Bank reconciliation January 2026
8.2	Responsible Finance Officer's report January 2026
8.3	To approve the schedule of payments for February 2026
8.4	To ratify payments already made in January 2026
8.5	Reconciliation of invoices against cheques and ledger for January 2026
8.6	To consider the performance of the 2025/26 budget to date
9.	Sports Field
9.1	Review of the month's Sports Field Inspection Sheets
9.2	To receive an update regarding the car park extension
9.3	To review and resolve to accept quotation for grass maintenance in the Sports Field and Village for 2026/27
10.	Policing Crime Figures
11.	To review and approve co-option procedure
12.	To review the following policies and resolve to adopt them;
12.1	IT Policy 2026
12.2	Code of Conduct 2026
12.3	FOI Publication Scheme 2026
12.4	Model Publication Scheme 2026
12.5	Grant awards policy and application form 2026
12.6	Health and Safety Policy 2026
12.7	Lone working Policy 2026
12.8	Reserves Policy 2026
12.9	Working Group Terms of Reference 2026
12.10	Performance Management and Staff Development Policy 2026
13.	To review and discuss response from South East Water complaint
14.	To review the three quotations for a new Parish Council website to ensure compliance and resolve how to proceed
15.	To discuss the placement of a village bench
16.	Feedback from the meeting regarding the bus service
17.	Residents' concerns
17.1	Road maintenance and potholes
17.2	Litter along Broomfield Road
18.	Any other information
19.	Items for next agenda
20.	Parish Council Meeting The next meeting of the Parish Council is scheduled for Monday 16th March 2026. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.