



# Broomfield and Kingswood Parish Council

[www.broomfieldandkingswoodpc.kentparishes.gov.uk](http://www.broomfieldandkingswoodpc.kentparishes.gov.uk)



## Minutes of the Meeting of the Parish Council

Minutes of the meeting of the Parish Council held virtually via Zoom  
on Monday 21 September 2020

Present: Cllr Tina Clark (Chair); Cllr Laura Hubbard; Cllr Tom Hoy; Cllr Gareth Davies;  
Cllr Chris Pink; Cllr Aimee Parker; Cllr Ken Pattison (7)

Pam Bower - Clerk

There was three 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 19:25

Min No	Item	Action
73	<b>To receive and approve apologies for absence</b> Apologies were received and approved for: Jo Gosden, RFO – maternity leave	
74 74.1 74.2 74.3	<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	
75 75.1 75.2	<b>Reports from Representatives of Outside Bodies</b> Kent County Council – County Councillor – Maidstone Rural East – Shellina – Prendergast – apologies received.  Maidstone Borough Council – Ward Councillor – Gill Fort – apologies received The following update on the Local Plan was provided by Cllr Garten: MBC are holding a Strategic Planning and Infrastructure meeting on 22 September to discuss the Local Plan. The government are also currently reviewing the whole planning system and MBC are concerned that a new framework will be introduced whilst MBC are undertaking their review of the Local Plan.	
76.	<b>Preservation of ancient Woodlands – Patrik Garten</b> Mr Garten was welcomed to the meeting. He advised of his concern that a neighbour had been removing small numbers of trees at a time thus negating the need to apply for planning permission. To date he thought that at least an acre of trees has been felled. Mr Garten also reported that the resident is now putting in a Caravan Park that has been registered with a caravan club. The planning Authority are unable to do anything unless the resident uses the park for more than 28 days at a time. The resident now wishes to regularise his company and whilst Mr Garten has no concerns with that, he is very concerned about the destruction of ancient woodland. Following discussion, the Parish Council agreed to investigate ways of protecting the ancient woodland including the possibility of getting more trees TPO'd and the possibility of making a local tree inventory. This to be an agenda item at the October Parish Council meeting	Clerk
78.	<b>Food Outlet in the Sports Field – Barry Goodsell</b> Mr Goodsell was welcomed to the meeting. He outlined his plans for an amenity in the Sports Field where residents could meet, have a coffee and a cake. The amenity would <b>Signed</b>	

	<p>be open 7 days a week and would include toilet provision. Mr Goodsell agreed that he would be happy to be part of the Parish Council's plan for a Community Centre in the Sports Field that would include a café.</p> <p>Following discussion, it was agreed that Cllrs would meet to discuss this in more detail and that it would be an agenda item at the October Parish Council meeting.</p>	<b>Clerk</b>
<b>79.</b> 79.1	<p><b>Planning Applications</b></p> <p>The following Planning Application to be considered and resolved:</p> <p>Application: 20/503992/FULL  Proposal: Erection of apart single storey part two storey extension to front and part single storey part two storey rear extension  <b>Location: Pine Tree House, Chartway Street, Maidstone, ME17 3HZ</b></p> <p style="text-align: right;"><b>APPROVED</b></p> <p>Following due consideration, Councillors approved this application</p>	
<b>80.</b>	<p><b>Planning Outcomes (for report only)</b></p> <p>Councillors noted that the following application had been approved by MBC:</p> <p>Application: 20/502660/TPOA  Proposal: Tree Preservation Order application: Oak T1 and T2: Crown reduction 2 - 3m the spread will reduce from approx 60m to 54m but the height of the trees will remain at approx 120ft. Crown lift from approx. 60ft to 80ft as overhanging gardens, reducing light to neighbouring properties.  <b>Location: The Oaks Broomfield Road Kingswood Maidstone Kent ME17 3NZ.</b></p> <p>MBC Approved this on 02.09.20</p>	
<b>81.</b> 81.1	<p><b>To approve the minutes of the meetings of Broomfield &amp; Kingswood Parish Council</b></p> <p>Minutes of Parish Council Meeting held on 17 August 2020  The above minutes were approved. Councillors resolved that as this meeting was a virtual one, the minutes could be signed as a true record by Cllr Clark outside of the meeting.</p>	<b>Cllr Clark</b>
<b>82.</b>	<p><b>Actions &amp; Outcomes (for report only)</b></p> <p>Councillors noted that most actions are either complete or on hold.</p>	
<b>83.</b> 83.1  83.2  83.3  83.4  83.5	<p><b>Finances and Payment of Accounts - RFO</b></p> <p>Bank reconciliation – August 2020  This was circulated to Councillors prior to the meeting and agreed by all at the meeting, As the meeting was a virtual one, Councillors resolved that the documents could be signed by a Councillor and the Clerk outside of the meeting.</p> <p>Responsible Finance Officer's report August 2020  This was circulated to Councillors prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Councillors resolved that the documents could be signed by two Councillor outside of the meeting.</p> <p>To ratify payments already made in August 2020  Councillors resolved to approve the accounts for payment &amp; ratified payments already made in April 2020.</p> <p>To approve the schedule of payments for September 2020  This was circulated to Councillors prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Councillors resolved that the documents could be signed by two Councillor outside of the meeting.</p> <p>Reconciliation of invoices against cheques and ledger for August 2020  As the meeting was a virtual one, Councillors resolved that the invoices could be reconciled against the ledger and the invoices and ledger initialled accordingly by a Councillor outside of the meeting.</p> <p style="text-align: right;"><b>Signed _____</b></p>	<p><b>Cllr/Clerk</b></p> <p><b>Cllr/Clerk</b></p> <p><b>Cllr/Clerk</b></p> <p><b>Cllr/Clerk</b></p> <p><b>Cllr/Clerk</b></p>

83.6	To consider the final performance against the 2020/21 budget Councillors noted the performance against the 2020/21 budget	
<b>84.</b> 84.1	<b>Policing</b> Crime Figures Cllrs noted the report provided by the PCSO. There have been 2 incidents in Kingswood: 01.07.20 – Theft from a motor vehicle 04.09.20 – Burglary	
<b>85.</b> 85.1	<b>Sports Field</b> To resolve to accept the quotation for the replacement of the damaged Toddler Swings Following discussion Cllrs agreed to accept the quote for the replacement of the Toddler Swings. Clerk to action accordingly.	<b>Clerk</b>
85.2	To consider the issue with the roundabout matting Cllrs were updated on the condition of the matting underneath the roundabout. The Clerk has contacted the installer who had visited the site and agreed that the wear did seem excessive. It was agreed that it would be monitored and if it deteriorated further the installer would be contacted again. Clerk to action accordingly.	<b>Clerk</b>
85.3	To consider a sign for the MUGA as advised in the Annual Inspection Report and resolve to purchase one Cllrs considered the wording on a potential sign and resolved that an A4 sign be purchased and attached to the railings at the side or back of the MUGA. A Covid sign to also be placed alongside it. Clerk to action accordingly.	<b>Clerk</b>
85.4	To consider a meeting of the Community Building Working Group to discuss proposals for the Sports Field This was discussed under Item 5.	
<i>Cllr Hoy left the meeting at 20:28</i>		
<b>86.</b> 86.1	<b>Councillors and Emails</b> To request Councillors' access their emails once a day Cllrs resolved to access their emails at least once a day	
86.2	To consider the use of a private Twitter feed as a means of communication between Councillors Following discussion Cllr Pink agreed to produce an information sheet on how Twitter could be used to communicate with residents and Councillors	<b>Cllr Pink</b>
86.3	To reconsider use of the OneDrive for Parish Council Meeting Papers Cllr Pink agreed to include this in his information sheet about Twitter. Both items to be on the October Parish Council meeting agenda.	<b>Cllr Pink/ Clerk</b>
<b>87.</b> 87.1	<b>Staff Committee</b> To resolve who will be the third members of the Staff Committee Following discussion, Cllr Parker agreed to be a member of the Staff Committee.	
<b>87.2</b>	To resolve how the Clerk's appraisal will proceed Cllr Davies agreed to undertake the appraisal. Clerk to send him a copy of her appraisal from 2019.	<b>Clerk</b>
<b>88.</b> 88.1	<b>Policies and Procedures</b> To resolve to adopt the Members Allowance Scheme Following discussion Cllrs agreed to adopt this Scheme.	
88.2	To resolve to adopt the Performance Management and Staff Development Policy Following discussion Cllrs agreed to adopt this Policy.	
<b>Signed</b>		

<p><b>89.</b></p> <p>89.1</p> <p>89.2</p>	<p><b>Website – Cllr Pink</b></p> <p>To resolve which domain should be used Following discussion, Cllrs resolved that the broomfieldandkingswood-pc.org.uk domain should be used as the new hosting company and that the bandkpc.org and bankdkpc.uk email accounts should be transferred to the same company which is much cheaper than the existing arrangements.</p> <p>To consider signs that have the current Parish Council website address on Following discussion Cllr agreed that the website address should be painted over on the old signs. Clerk to action accordingly</p>	<p><b>Clerk</b></p>
<p><b>90.</b></p> <p>90.1</p>	<p><b>Electric Vehicle charging Point</b></p> <p>To consider applying for an electric vehicle charging point in the Sports Field Following discussion Cllrs resolved that an application for an Electric Vehicle Charging point should be made. Clerk to action accordingly.</p>	<p><b>Clerk</b></p>
<p><b>91.</b></p> <p>91.1</p> <p>91.2</p> <p>91.3</p> <p>91.4</p> <p>91.5</p> <p>91.6</p> <p>91.7</p> <p>91.8</p>	<p><b>Any other information</b></p> <p>Noticeboard outside the village shop Cllrs were advised that the books will be moved now that Autumn is here and that the branches of the Cherry Tree overhanging the noticeboard have been cut back.</p> <p>Downs Mail Article re crime in the village Cllrs were advised that an article about the burglary had appeared in the Downs News and the PCSO has visited the lady whose house was burgled.</p> <p>Pop-up Café Goodie Bags Cllrs were advised that the Pop-Up Café team are planning to deliver a 3<sup>rd</sup> lot of goodie bags on 24 September.</p> <p>To receive an update on speeding on the Lenham Road Cllrs were advised that a resident is leading on setting up a Speedwatch group. Leaflets have been distributed, emailed to residents and put on the noticeboards and Boughton Monchelsea Parish Council, who currently have the SIDs from Sutton Valence Parish Council, are happy to lend them to the Speedwatch group.</p> <p>Update on co-option following resignation of Cllr Tandy MBC have advised that Broomfield &amp; Kingswood Parish Council can go ahead and fill the vacancy due to the resignation of Janet Tandy by co-option.</p> <p>Fencing around Sports Field – Cllr Davies Cllr Davies advised that he is currently sourcing fencing quotes. In addition, the wicker fencing behind the MUGA has been damaged. Cllrs resolved that a temporary fence be put in place pending the final fence being installed. Cllr Davies to continue to lead on this.</p> <p>Broomfield Green Cllrs were advised that the small wall around the noticeboard and seat at Broomfield Green had fallen into disrepair again. In addition, the cork inside the noticeboard is very hard. Following discussion, Cllr agreed that the Clerk should quotes for the work.</p> <p>Additional Planning Application Cllrs were advised that an additional planning application (as below) had been received subsequent the publication of the agenda for the meeting and the response submission date was prior to the Oct Parish Council meeting date.</p> <p>Application: 20/504147/FULL Proposal: Erection of single storey rear extension <b>Location: 4 Hunters Moon, Broomfield Road, Kingswood ME17 3NY</b></p> <p>Following due consideration, Councillors APPROVED the application and resolved that the decision be ratified at the October Parish Council meeting.</p> <p><b>Signed</b> _____</p>	<p><b>Clerk</b></p> <p><b>Cllr Davies</b></p> <p><b>Clerk</b></p>

91.9	<p>Thank you</p> <p>The Chair extended her thanks, and those of the Parish Council, to Cllr Hoy for his work on Broadband for Broomfield and Cllr Pattison for his work to date on the Boxing club.</p>	Clerk
92.	<p><b>Items for next agenda</b></p> <ul style="list-style-type: none"> <li>• Preservation of Ancient Woodland</li> <li>• Community Building and food outlet in the Sports Field</li> <li>• Use of Twitter and OneDrive</li> <li>• Ratification of planning decision under AOI</li> <li>• Update on Boxing Club</li> </ul>	Clerk
93.	<p><b>Parish Council Meetings</b></p> <p>The next meeting of the Parish Council will be on Monday 19 October 2020. If it is felt to be appropriate, the meeting will take place at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. If not, the meeting will take place virtually via the Zoom Application.</p> <p>There was no further business, Cllr Clark closed the meeting at 21:11</p> <p style="text-align: right;"><b>Signed</b> _____</p>	