



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the Annual Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 16 August 2021

Present at meeting: Cllr Tina Clark (Chairman); Cllr Gareth Davies (Vice Chairman), Cllr Simon Pearce; Cllr Laura Hubbard and Cllr Aimee Parker

Hayley Roberts - Parish Clerk

Joanne Gosden - RFO

There was 2 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
343.	To receive and approve apologies for absence	
343.1	Cllr Katherine Ross – Personal reasons	
343.2	Cllr Chris Pink – Personal reasons	
343.3	Cllr Ron Kemp - Personal reasons	
344.	Councillors Declarations of interest in items on the agenda	
344.1	Lobbying – None	
344.2	Personal Interest – None	
344.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
345.	Welcome by the Parish Council Chairman, Tina Clark	
346.	Reports from Representatives of Outside Bodies	
346.1	Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – apologies received.	
346.2	Maidstone Borough Council – Ward Councillor – Gill Fort - apologies received.	
347.	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council	
347.1	Minutes of Parish Council Meeting held on 19 July 2021. The above minutes were approved as a true copy and duly signed by Cllr Clark.	
348.	Planning Applications The following Planning Applications to be considered and resolved:	
348.1	Application Ref: 21/503841/FULL Proposal: Erection of a single storey side extension. Address: Ushant Gravelly Bottom Road Kingswood Maidstone Kent ME17 3PZ Approved.	
349.	Planning Outcomes (for report only) Cllrs noted that MBC had determined the following planning applications:	
349.1	Application Ref: 21/501231/FULL Proposal: Erection of a single storey rear extension and loft conversion. Address: Wildacres, Pitt Road Kingswood Maidstone Kent ME17 3NR MBC Decision: Application Permitted 30.07.21	
349.2	Application Ref: 21/502519/FULL Proposal: Demolition of existing garage. Erection of single storey rear and side extension including the conversion of loft into habitable space, with insertion of front and rear dormers, rooflights and rear Juliet balcony. Address: Dunure 44 Chestnut Drive Kingswood Maidstone Kent ME17 3PJ MBC Decision: Application Permitted 21.07.21 Signed	

349.3	Application Ref: 21/503233/FULL Proposal: Demolition of existing dwelling and 3no. agricultural buildings and erection of a new dwelling with associated hard and soft Landscaping. Address: Summerfield Chartway Street Sutton Valence Maidstone Kent ME17 3HX MBC Decision: Application Permitted 10.08.21	
350.	Actions & Outcomes (for report only) The following outstanding actions were discussed by Cllrs... Precept flyer – an abridged version of the budget to be put on the website. Asset Register – almost up to date. RFO to complete. Half yearly financial audit – Cllrs discussed and resolved not required at present but could be something for later in the year.	Clerk/RFO RFO
351.	Finances and Payment of Accounts	
351.1	Bank reconciliation – July 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Parker.	
351.2	Responsible Finance Officer's report July 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Hubbard and Cllr Parker.	
351.3	To approve the schedule of payments for July 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Hubbard and Cllr Parker.	
351.4	To ratify payments already made in August 2021 Cllrs resolved to ratify payments already made in August 2021.	
351.5	Reconciliation of invoices against cheques and ledger for July 2021 Cllrs reconciled the invoices against the ledger and Cllr Hubbard initialled the invoices and ledger accordingly.	
351.6	To consider performance against the 2021/22 budget Cllrs noted the performance so far during 2021/22.	
351.7	To approve quotation and invoice for the new multiplay equipment – Brisk Plus Cllrs discussed and resolved to accept quotation and invoice for Brisk Plus play equipment.	RFO
352.	Sports Field	
352.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed and no action required. Comments noted regarding hip twister footpads, no further action required at this moment in time. Will continue to monitor.	
352.2	To resolve to accept remedial work quotations from annual tree survey. Cllrs discussed the quotations and resolved to proceed.	RFO/Clerk
352.3	To discuss and approve the cutting back of trees overhanging the Scout Hut and repositioning of CCTV. Cllrs discussed and resolved that further information is required regarding the tree work. Clerk to contact Scouts. Cllr Davies to look at lease in relation to the trees. Cllrs resolved that it is not possible to reposition the CCTV.	Clerk Cllr Davies
353.	Policing	
353.1	Crime Figures On Sunday 25th of July between 22:30 and 23:00 in Ashford Drive. Somebody damaged a garage door. Crime Report No. 46/134167/21 - Posted 29/07/2021	
353.2	On Saturday 17th of July around 21:45 in Pitt Road. Somebody damaged a vehicle by throwing bottles and sticks. Crime Report No. 46/136005/21 - Posted 01/08/2021	
353.3	PCSO update No update received however Cllrs have been advised that the change of PCSO has been put on hold pending a further meeting. Shivon is currently still our PCSO. Signed _____	

354. 354.1	Feedback from Maidstone KALC Area Committee meeting Feedback from Cllr Clark regarding the Area KALC Meeting. Cllrs discussed cluster meetings, biodiversity and climate change and PCSO redeployment.	
355. 355.1	Ratification of decision re planning application reference 21/503720/FULL Proposal: Erection of a single storey, flat roof rear extension and front porch (Resubmission of 21/500546/FULL, part retrospective). Address: 18 Tall Trees Close Kingswood Maidstone Kent ME17 3PT Previously approved under AOI. Cllrs ratified decision to approve this planning application.	
356. 356.1	Ratification of decision re planning application reference 21/503584/FULL Previously approved under AOI. Cllrs ratified decision to approve this planning application. Proposal: Erection of an outbuilding (Retrospective). Address: 10 Tall Trees Close Kingswood Maidstone Kent ME17 3PT Previously approved under AOI. Cllrs ratified decision to approve this planning application.	
357. 357.1	To review and approve the amendment to the Data Privacy Notice policy Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the amendment. Duly adopted and signed by Cllr Clark.	
358.	To discuss feedback regarding SID locations and 30mph scheme Cllrs discussed email received from KCC Highways in relation to the placement of a Speed Indicator Device (SID). No suitable locations can currently be found by KCC. Cllrs resolved to discuss this further with County Cllr Shellina Prendergast at the next meeting. Cllrs discussed the lack of 30 mph signs along Lenham Road since the change in speed limit. Clerk to contact Highways.	Clerk
359.	To discuss the Community Building Public Consultation Cllrs discussed the upcoming consultation. A reminder to residents that this will be held at 2pm on Saturday the 11 th of September at Broomfield and Kingswood Village Hall. All welcome, please come along and find out more.	Cllr Davies, Cllr Hubbard, Cllr Parker and Cllr Kemp
360. 360.1	To consider the KCC scheme Lorry Watch Cllrs discussed a residents suggestion of setting up a KCC Lorry Watch Scheme. Cllrs resolved that the lorry problem may not be consistent enough to benefit from Lorry Watch however Cllrs would support residents if volunteers wanted to set up the scheme.	
361. 361.1	To discuss the holding of a boot fair. Cllrs have been approached by a resident regarding the holding of a boot fair on the Sports Field. Cllrs discussed and resolved that providing it was for local residents and all MBC guidelines are met that the Sports Field can be used.	
362. 362.1 362.2 362.3	Residents' concerns To consider and resolve what if any action to be taken in respect of: Overgrown alleyway at Gravelly Bottom Road and Chestnut Drive. Parish Clerk and residents have reported this online and Parish Clerk has also contacted KCC on a number of occasions by email and phone. The alleyway was cleared by KCC on the day of the meeting. Road closures. Closure of Chartway Street and Leeds Village has caused chaos. The bus service stopped and the amount of traffic in and around the village has increased and caused a lot of congestion. Parish Clerk contacted the KCC Highways department with residents concerns. Residents should report any road issues or concerns they have using the KCC 'report it' link https://www.kent.gov.uk/roads-and-travel/report-a-problem Email received from resident asking if a weekly road closure email can be sent to residents with closures for the following week. Parish Clerk to action.	Clerk
363.	Any other information Sports Field fencing – a new fence has been installed at the Sports Field, unfortunately there has already been some vandalism to the fence and this will now need to be repaired. August litter Pick – thank you to those residents whom braved the rain for the village litter pick on Sunday the 8 th of August. A lot of wine bottles and beer cans were found and even an ironing board! Signed	

	<p>Shopping Bus Service – the trial for this service has now ended and as a result the Wednesday service has been cancelled due to lack of demand. The Friday service to Maidstone will continue however it has changed to every other Friday. The dates that the bus will be running in August and September are as follows... 27th August, 10th September and 24th September. All dates for 2021 will be published on our noticeboards.</p> <p>Local Clubs and Groups Stand at Village Hall – In order to support local clubs and groups with new members Cllrs have organised an afternoon whereby residents can come along and see what our local clubs and groups have to offer. Please come along between 2pm and 4pm to Broomfield and Kingswood Village Hall on Saturday the 25th of September to find out more.</p> <p>Health and Safety Course – Cllr Clark attended a health and safety course. Clerk to review work station assessments and third party health and safety plans.</p>	Clerk
<p>341.</p> <p>341.1</p> <p>341.2</p>	<p>Items for next agenda</p> <p>To discuss SID locations and 30mph scheme with County Cllr Shellina Prendergast.</p> <p>To discuss the outcome of the public consultation and to decide on the next steps</p>	
342.	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council is scheduled for Monday 6 September and Monday 20 September 2021. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>There was no further business, Cllr Clark closed the meeting at 9.15pm</p> <p style="text-align: right;">Signed _____</p>	