



# Broomfield and Kingswood Parish Council

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



## Minutes of the Meeting of the Parish Council

Minutes of the Parish Council Meeting held at  
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 15 April 2024

**Present at meeting:** Cllr Tina Clark (Chairman), Cllr Simon Pearce, Cllr Malcolm Clarke and Cllr Chris Pink.

Hayley Roberts - Parish Clerk/RFO

Cllr Gill Fort – MBC Ward Councillor

There was one member 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
<b>071.</b> 071.1 071.2	<b>To receive and approve apologies for absence</b> Cllr Gareth Davies – sickness Cllr Daren Moss – work commitments	
<b>072.</b> 072.1 072.2 072.3	<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	
<b>073.</b>	<b>Welcome by the Parish Council Chairman, Cllr Tina Clark</b>	
<b>074.</b>	<b>Reports from Representatives of Outside Bodies</b> Maidstone Borough Council – Ward Councillor – Gill Fort  Waste Collections – this is a real issue for the whole of the Borough. Meetings are being held to try and resolve the issues as quickly as possible. Gill discussed the waste collection issues and will take up missed collections with the waste team.  Local Elections – the local elections are being held on the 2 <sup>nd</sup> of May 2024.	
	<b>Cllr Gill Fort left the meeting at 7.38pm</b>	
<b>075.</b>	<b>To approve the minutes of the meeting of Broomfield &amp; Kingswood Parish Council</b> <b>Minutes of Parish Council Meeting held on 18th March 2024</b> The above minutes were approved as a true copy and duly signed by Cllr Clark.	
<b>076.</b>	<b>Ratification of Planning consultation application decided by email using Delegation Powers re Planning (Minute No 19/101.1) Delegation;</b> <b>Application Ref: 24/500581/FULL</b> <b>Proposal: Change of use of land to a residential caravan site for one gypsy family, including the stationing of 1no. mobile home and erection of a summerhouse, entrance gate and fencing (retrospective).</b> <b>Address: Orchard Farm Nursery Chartway Street Sutton Valence Kent ME17 3JB</b> Cllrs ratified decision to object to this application.	
	<b>Member of the public left the meeting at 7.45pm</b>	
<b>077.</b>	<b>Planning Outcomes (for report only)</b> One application has been updated since the last PC meet: Application Ref: 22/501392/FULL Proposal: Retrospective change of use of site to a mixed use of dog grooming and doggy day care Address: Cherry Tree Farm Cross Drive Kingswood Kent ME17 3NP MBC Decision: Application withdrawn by applicant.  <b>Signed _____</b>	

<b>078.</b>	<b>Actions &amp; Outcomes (for report only)</b> Cllrs reviewed and discussed actions and outcomes...	
078.1	- Highways Improvement Plan meeting on the 19th of April.	
078.2	- Defibrillator has been purchased for the Sports Field, await delivery.	
078.3	- Grant for planter signs applied for and agreed, await receipt of funds before purchasing.	
078.4	- Replacement reinforced Silent Tommy Statue has been ordered.	
078.5	- Fence repair in Tall Trees Close has been completed.	
<b>079.</b>	<b>Finances and Payment of Accounts</b>	
079.1	Bank reconciliation March 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Pink and RFO.	
079.2	Responsible Finance Officer's report March 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Clark and Cllr Clarke.	
079.3	To approve the schedule of payments for April 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Pink.	
079.4	To ratify payments already made in March 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Clark and Cllr Clarke.	
079.5	Reconciliation of invoices against cheques and ledger for March 2024 Cllrs reconciled the invoices against the ledger and Cllr Pearce initialled the invoices and ledger accordingly.	
079.6	To consider the year end performance against the 2023/24 budget Circulated prior to meeting. Clerk reviewed budget for the end of the year 2023/24.	
079.7	To resolve to agree rent for Tall Trees and Scout Hut for the Financial year 2023/24. Cllrs resolved to increase the rent for Tall Trees by RPI of 4%. The Scout Hut rent is to remain the same due to the continued use of electricity for the CCTV equipment. Clerk to invoice accordingly.	<b>Clerk</b>
079.8	To resolve to agree and renew Satswana renewal Cllrs resolved to accept the renewal from Satswana at a renewal premium of £180. Clerk to action.	<b>Clerk</b>
079.9	To review O2 renewal and resolve how to proceed Cllrs reviewed options and resolved to renew contract at £10 per month plus VAT for 24 months. Clerk to action..	<b>Clerk</b>
079.10	To resolve to agree and renew KALC and NALC membership for 2024/25. Following due consideration, Cllrs resolved to renew the Parish Council's membership at a renewal premium of £721.25. Clerk to action accordingly	<b>Clerk</b>
<b>080.</b>	<b>Sports Field</b>	
080.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed, nothing new to note.	
080.2	To review Headcorn FC contract for The Sports Field Cllrs reviewed and resolved that they are happy for Headcorn FC to continue on the same basis with the use of the Sports Field for the 24/25 season. Clerk to email and confirm with Headcorn FC.	<b>Clerk</b>
080.3	To review request from Headcorn FC in relation to Sports Field use Request received to use the Sports Field for an hour on Sunday mornings from May until August during the summer months whilst the Headcorn pitch under goes maintenance. Cllrs discussed and resolved that would not be a problem. Clerk to confirm in writing to Headcorn FC.	<b>Clerk</b>
<b>081.</b>	<b>Policing Crime Figures</b>	
081.1	Between 18:45 on Wednesday 20th of March and 03:00 on Thursday 21st of March in Peter Pease Close. Somebody smashed the front and side window of a vehicle parked in the road. Crime Report No. 46/46462/24 - Posted 23/03/2024	
	<b>Signed</b> _____	

081.2	Between 12:00 on Wednesday 20th of March and 11:50 on Friday 22nd of March in Gravelly Bottom Road. Somebody smashed a window of a vehicle parked on a driveway. Crime Report No. 46/47203/24 - Posted 24/03/2024	
081.3	Between 00:01 on Thursday 1st of March and 23:59 on Saturday 30th of March in Gravelly Bottom Road. Somebody stole a caravan from a storage site. Crime Report No. 46/52133/24 - Posted 03/04/2024	
082.	<b>To receive an update on the Joint Village Hall Project</b> Cllr Clark advised that architects have been contacted and appointments arranged to discuss requirements regarding moving forward.	
083.	<b>To resolve next step in the Tom Hoy Award process</b> Clerk advised that nominations have been received. Cllrs resolved that a panel is now to be formed and a decision made regarding the nominees. The panel should consist of Cllrs and local residents. Clerk to make contact with relevant people and arrange a date to meet.	Clerk
084.	<b>To discuss Silent Tommy correspondence</b> The Silent Tommy Statue has almost been reinforced and repaired by RBLI. Cllrs discussed possible locations and resolved that the Clerk should look into the possibility of a stone type structure to attach the statue to in its original location. Clerk to investigate further.	Clerk
085.	<b>To resolve to adopt the Parish Council Action Plan for 2024</b> Cllrs reviewed amended Action Plan and resolved to adopt it. Signed by Cllr Clark.	
086.	<b>To discuss CCTV quotations and resolve how to proceed with car park</b> Cllr Pink provided further details with answers to queries. A number of companies were contacted however only one company provided suitable quotations. Cllrs resolved to proceed and Cllr Pink to move forward with the project. Clerk to contact companies re ground works for the car park.	Cllr Pink Clerk
087.	<b>To consider planter sign designs and resolve how to proceed</b> Cllrs discussed proofs sent by companies and resolved which one to proceed with. Clerk to proceed once confirmation received that the KCC Members Grant has been approved.	Clerk
088.	<b>Feedback from training Communicating with your Community Part 1 and 2: Engaging with your Community by Cllr Clarke</b> Cllr Clarke provided feedback from training. Cllrs resolved to investigate and trial some ideas raised. Clerk to action.	Clerk
089.	<b>To agree dates for the 2024 village litter picks</b> Cllrs resolved to hold litter picks on the following dates... 12 <sup>th</sup> May at 10am 7 <sup>th</sup> July at 10am 1 <sup>st</sup> September at 10am Clerk to advertise. Everyone welcome, litter pick equipment available and refreshments provided afterwards.	Clerk
090.	<b>To discuss request in relation to the Village Safari and resolve how to proceed</b> Request regarding Village Hall to be forwarded to Village Hall Committee for their consideration. Cllrs resolved to support the promotion of the event organised by a resident, it was very successful last year. Clerk to advertise once posters received.	Clerk
091.	<b>To discuss correspondence received from the Scout Group and resolve how to proceed</b> Cllrs discussed and resolved that the installation of dog poo bag dispensers by the local Scout Group around the village is a fantastic idea. Cllrs agreed to the request to fund the dog poo bags for the dispensers. Clerk to arrange.	
092.	<b>Residents' concerns</b>	
092.1	Nuisance motorbikes Clerk has spoken to PC James Phillips about the increase in nuisance bikes. Residents are encouraged to continue to report these bikes so that the Police can build up a picture of where they are. Kent Police are aware of the problem, they recently held a 'day of action' where bikes were seized.	
092.2	Refuse collection Refuse collections continue to be an issue, the Parish Council are speaking to MBC about any issues therefore contact the Parish Clerk if your collection is missed.	

Signed

<p><b>093.</b></p> <p>093.1</p> <p>093.2</p>	<p><b>Any other information</b></p> <p>Draft Minutes of the Maidstone KALC Meeting on 25.3.2024 Circulated prior to meeting for reference.</p> <p>Adoption of the Maidstone Borough Local Plan Review The Maidstone Borough Local Plan Review and associated Policies Map were adopted by the Council at its meeting on 20<sup>th</sup> March 2024. The Local Plan Review provides a comprehensive planning framework for the borough for the period 2021 to 2038. You can view the adopted Local Plan Review, Policies Map, Adoption Statement, Final Sustainability Appraisal (incorporating Strategic Environmental Assessment) and Sustainability Appraisal Adoption Statement on the Council's website here; <a href="https://localplan.maidstone.gov.uk/home/local-plan-review">https://localplan.maidstone.gov.uk/home/local-plan-review</a></p>	
<p><b>069.</b></p> <p>069.1</p> <p>069.2</p>	<p><b>Items for next agenda</b></p> <p>Update from Highways Improvement Plan meeting To receive an update on the Joint Village Hall Project</p>	
<p><b>070.</b></p>	<p><b>Parish Council Meetings</b></p> <p><b>The next meetings of the Parish Council are scheduled for Monday 20th May 2024 and will be the Annual Parish Council Meeting. The Annual Parish Meeting will be held on Monday 3rd June 2024. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</b></p> <p><b>Cllr Clark closed the meeting at 9.20pm</b></p> <p style="text-align: right;">Signed _____</p>	