



# 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 16<sup>th</sup> March 2026

**Present at meeting:** Cllr Tina Clark (Chairman), Cllr Malcom Clarke, Cllr Linda Blainey and Cllr Daren Moss

Hayley Roberts - Parish Clerk/RFO

There were 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 7:30pm

Min No	Item	Action
<b>561.</b> 561.1 561.2 561.3	<b>To receive and approve apologies for absence</b> Cllr Chris Pink – work commitments Cllr Gareth Davies – holiday Cllr Robert Mercer - holiday	
<b>562.</b> 562.1 562.2 562.3	<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>563.</b>	<b>Welcome by the Parish Council Chairman, Cllr Tina Clark</b>	
<b>564.</b> 564.1  564.2	<b>Reports from Representatives of Outside Bodies</b> <b>Maidstone Borough Council – Ward Councillor – Cllr Gill Fort</b> – apologies received.  <b>Kent County Council – County Councillor – Cllr Sarah Emberson</b> – apologies received and report below... I hope you've received the email with the highways newsletter <a href="https://us8.campaign-archive.com/?e=test_email_&amp;u=7efcd0bedbc1757eb8a93cce4&amp;id=abf663e748">https://us8.campaign-archive.com/?e= test_email_ &amp;u=7efcd0bedbc1757eb8a93cce4&amp;id=abf663e748</a> which I hope will be helpful and I've listed below some further points which can be shared.  <ul style="list-style-type: none"> <li>• It's always a challenge to maintain the 5,500 miles of roads in Kent.</li> <li>• There has been under-investment in Kent's roads for many years, and we are addressing the situation with a record £67 million investment in potholes and patching this year.</li> <li>• We can't do it all at once - We would need billions of pounds to repair all the roads to the high standard that we demand. We don't have that money, so we must do it bit by bit.</li> <li>• Managing our limited resources, we have to prioritise, and road safety and reducing death and injury on the roads is the top priority.</li> <li>• A cold spell followed by heavy rainfall loosens the tarmac – hence the large number of potholes appearing this year.</li> <li>• Road surfaces are a nationwide problem, not just in Kent.</li> <li>• Salting the roads reduces accidents and injury, however it causes potholes; so a balance has to be struck.</li> <li>• Potholes tend to appear in the Winter, but this is not the ideal time to repair them – the temperature of the road surface is different to that of the new tarmac, hence binding is difficult.</li> <li>• Often, Winter repairs have to be temporary – KCC would rather not spend its limited resources on temporary repairs when it will have to return again in dryer weather to repair properly, increasing the overall costs.</li> <li>• We have a new main contractor commencing shortly, and we are anticipating a much improved maintenance schedule and work quality.</li> </ul>	
<b>565.</b>	<b>To approve the minutes of the meeting of Broomfield &amp; Kingswood Parish Council held on Monday 16<sup>th</sup> February 2026</b> The above minutes were approved as a true copy and duly signed by Cllr Clark. <b>Signed</b> _____	

<b>566.</b>	<b>Planning Outcomes (for report only)</b> No planning applications have been decided since the last meeting.	
<b>567.</b> 567.1  567.2	<b>Actions &amp; Outcomes (for report only)</b> Clerk contacted CEO of Leeds Castle re litter and this has now been cleared from the River Len in Leeds Castle.  Litter along Broomfield Road has been reported but still remains an issue. A dedicated litter pick will be held on the 26 <sup>th</sup> of April on Broomfield Road. Clerk to advertise.	<b>Clerk</b>
<b>568.</b> 568.1  568.2  568.3  568.4  568.5  568.6	<b>Finances and Payment of Accounts</b> Bank reconciliation February 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO.  Responsible Finance Officer's report February 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Blainey and Cllr Moss.  To approve the schedule of payments for March 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Clark.  To ratify payments already made in February 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Blainey and Cllr Moss.  Reconciliation of invoices against cheques and ledger for February 2026 Councillors reconciled the invoices against the ledger, Cllr Blainey initialled the invoices and ledger accordingly.  To consider the year end performance against the 2025/26 budget Cllrs considered the budget performance for 2025/26 so far.	
<b>569.</b> 569.1  569.2	<b>Sports Field</b> Review of the month's Sports Field Inspection Sheets Large panes of glass are being left in the Sports Field bin which is causing a hazard due to it shattering into pieces. Please can we remind users of the Sports Field to dispose of waste appropriately. If large or hazardous items are found within the Sports Field please contact the Parish Clerk who can arrange for this to be disposed of appropriately.  To receive an update regarding the car park extension Clerk contacted MBC planning department regarding a tree query in relation to the car park extension plan. Response received and Clerk will contact MBC again regarding a query.	<b>Clerk</b>
<b>570.</b>	<b>Policing</b> Crime Figures On Monday 16th of February around 00:04 in Gravelly Bottom Road. Somebody broke into a business unit on a farm. Crime Report No. 46/25924/26 - Posted 19/02/2026	
<b>571.</b>	<b>To review and resolve to adopt IT Policy 2026</b> Cllrs reviewed and resolved to adopt the policy. Cllr Clark signed.	
<b>572.</b>	<b>To review details of the proposed new Parish Council website</b> Cllrs discussed the new website design and agreed upon colours, logo, sitemap and to move to a .gov.uk domain and emails. Cllr Clarke will assist the Clerk with photos for the new website.	<b>Clerk &amp; Cllr Clarke</b>
<b>573.</b>	<b>To discuss the placement of a village bench</b> Quotes obtained for the two chosen bench designs. Cllrs discussed and Clerk will contact the owners of two pieces of potential land that the bench can be placed on. Cllrs resolved that the grass area outside the Kebab Shop might attract some antisocial behaviour.	
<b>574.</b>	<b>To discuss the village planters</b> Planters are looking a bit run down. Cllrs resolved that they should be cleaned and the green algae removed and then treated accordingly. Clerk to arrange.  <b>Signed _____</b>	<b>Clerk</b>

575.	<p><b>To agree a date for the Reverse Santa event in 2026</b>  Cllrs discussed and agreed that the Reverse Santa should be held on Sunday the 13<sup>th</sup> of December. The event will start at 4pm this year as opposed to 5pm. More details to follow at a later date.</p>	
576.	<p><b>To discuss and resolve dates for the Annual Parish Meeting and Annual Parish Council Meeting</b>  Cllrs discussed and resolved that the Annual Parish Council Meeting is to be held on Monday the 18<sup>th</sup> of May. Clerk to contact VH Committee regarding a Saturday date in May for the Annual Parish Meeting.</p>	Clerk
577.	<p><b>To review and consider the Parish Council Action Plan for 2026</b>  Cllrs reviewed and adopted Action Plan for 2026.</p>	
578.	<p><b>To agree dates for the 2026 village litter picks</b>  Dates agreed as follows; 22<sup>nd</sup> March, 26<sup>th</sup> April, 31<sup>st</sup> May, 28<sup>th</sup> June, 26<sup>th</sup> July and 6<sup>th</sup> September. Meet at the Scout Hut at 10am on the above dates. Refreshments provided afterwards.</p>	
579. 579.1  579.2	<p><b>Residents' concerns</b></p> <p>579.1 Road maintenance and potholes  Local roads are still experiencing a lot of potholes, some particularly large ones. The Clerk is monitoring the situation and regularly contacts KCC in relation to these.  Please continue to report issues using the following KCC link <a href="https://www.kent.gov.uk/roads-and-travel/what-we-look-after/roads/potholes">https://www.kent.gov.uk/roads-and-travel/what-we-look-after/roads/potholes</a></p> <p>579.2 Dog Fouling  There has been a lot of dog poo at the Sports Field recently, this is not only disgusting but dangerous for the users of the Sports Field.  Cllrs would like to remind dog owners that it is an offence not to pick up your dog's poo and fines can be issued. There is CCTV at the Sports Field and footage will be used to prosecute anyone found not to be picking up their dog's poo. If you see someone not picking up their dog's mess please contact the Parish Clerk with the date and time and Cllrs will take this matter further.  We would hate to have to stop dogs using the Sports Field all together but this is being considered due to a few irresponsible owners.</p>	
580.	<p><b>Any other information</b>  Village Hall AGM – Cllr Clark attended the AGM. The village hall remains profitable and there were no changes to the structure of the Committee.</p>	
559. 559.1 559.2 559.3 559.4	<p><b>Items for next agenda</b></p> <p>559.1 To discuss the placement of a village bench  559.2 To receive an update regarding the car park extension  559.3 To discuss the holding of a Village Fete  559.4 To receive an update on the new website</p>	
560.	<p><b>Parish Council Meeting</b></p> <p><b>The next meeting of the Parish Council is scheduled for Monday 20<sup>th</sup> April 2026. The meeting 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 8.38pm.</b></p> <p style="text-align: right;">Signed _____</p>	