

## **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 18 November 2024

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Malcolm Clarke and Cllr Daren Moss.

Hayley Roberts - Parish Clerk/RFO

Cllr Gill Fort - MBC

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
215.	To receive and approve apologies for absence	
215.1	Cllr Simon Pearce – no apologies received	
215.2	Cllr Chris Pink – work commitments	
216.	Councillors Declarations of interest in items on the agenda	
216.1	Lobbying – None	
216.2	Personal Interest – Cllr Moss and item 8.8	
216.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
217.	Welcome by the Parish Council Chairman, Cllr Tina Clark	
218.	Reports from Representatives of Outside Bodies	
210.	Maidstone Borough Council – Ward Councillor – Gill Fort	
218.1	Gypsy, Traveller and Travelling Showpeople Development Plan Document - Maidstone Borough	
210.1	Council has published the Regulation 18b version of its Gypsy, Traveller and Travelling Showpeople	
	Development Plan Document, which sets out the preferred policy approaches to meeting	
	accommodation needs and the reasonable alternatives being considered through the DPD. There are	
	no sites identified or allocated at this stage, MBC are seeking views on the spatial strategy approach	
	before committing to identifying sites.	
	How to view the documents: Consultation Response Forms and all supporting materials will be	
	available on the Council's webpage at: <a href="https://localplan.maidstone.gov.uk/home/gypsy-traveller-">https://localplan.maidstone.gov.uk/home/gypsy-traveller-</a>	
	development-plan-document	
	There is a six-week period during which time comments may be submitted running from 9.30am on	
	31st October to 5.00pm on 12th December 2024 https://maidstone.objective.co.uk/portal/	
218.2	The <b>decarbonisation of Maidstone</b> has been put on the back burner due to an increase in costs of £3 million.	
219.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council	
	Minutes of Parish Council Meeting held on 16th September 2024	
	The above minutes were approved as a true copy and duly signed by Cllr Clark.	
	The above minaces frere approved as a dide copy and daily signed by oil claim.	
220.	Planning Applications	
	Application Ref: 24/504072/TPOA	
	Proposal: TPO application (6 of 1995) to: reduce one oak tree (T2) to a height of 10m and 4m spread	
	and the removal of one sweet chestnut (T1).	
	Address: East Lodge, Lenham Road, Kingswood, Kent ME17 1LZ	
	After due consideration Cllrs resolved that they had no objections to this application.	
	The same desired and received that they had no expected to the approached	
	Signed	
	Signed	

221.	Planning Outcomes (for report only) Application Ref: 24/503137/TPOA Address: Kingsbroom Broomfield Road Kingswood Kent ME17 3NY Proposal: Tree Preservation Order application: T1 Yew - Reduce height by up to 1.5meters leaving a residual height of 3m. Reduce spread by 0m, leaving a residual spread of 2m. G1 Spruce and 2 conifers, Spruce - Reduce height by 1.5m leaving a residual height of 5.5m. Reduce spread by 0.25m leaving a residual spread of 2.25m and prune to a more cone shape. Trim both conifers hard but keeping green foliage all round.  MBC Decision: Application Permitted 01.10.24	
222.	Actions & Outcomes (for report only)	
222.1	Cllrs reviewed and discussed actions and outcomes	
222.2	- Other actions are awaiting further information.	
222.3 222.4	<ul> <li>Road closures meeting – Cllr Gill Fort to chase this up again with KCC Highways.</li> <li>Email issues have been resolved and we have now moved across to Krystal</li> </ul>	
222.5	- Clerk to liase with Paul Beaney re any outstanding Annual Play Inspection repairs. Basket	
	swing being repaired on 18 <sup>th</sup> Nov by Sovereign Play.	
222.6	<ul> <li>Await quotations from companies re speed awareness posters.</li> </ul>	
000	Figure and Demonstrat Assessed	
223.	Finances and Payment of Accounts  Bank reconciliation September and October 2024	
223.1	This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr	
	Clarke and RFO.	
223.2	Responsible Finance Officer's report September and October 2024	
	This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr	
	Clarke and Cllr Davies (September 2024) and Cllr Clark and Cllr Moss (October 2024).	
223.3	To approve the schedule of payments for November 2024	
	This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss	
	and Cllr Clark.	
200.4	T "" 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
223.4	To ratify payments already made in September and October 2024  This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr	
	Clarke and Cllr Davies (September 2024) and Cllr Clark and Cllr Moss (October 2024).	
	olarito aria olir Bavios (coptorilosi 2021) aria olir olarit aria olir Moss (cotobor 2021).	
223.5	Reconciliation of invoices against cheques and ledger for September and October 2024	
	Cllrs reconciled the invoices against the ledger and Cllr Davies and Cllr Clarke initialled the invoices	
	and ledgers accordingly.	
223.6	To consider performance against the 2024/25 budget	
220.0	Circulated prior to meeting. Clerk reviewed budget for the year 2024/25 so far.	
	The second of th	
223.7	To discuss and resolve to approve Handyman's hourly rate increase	
	Cllrs discussed the £1 an hour increase and resolved to accept it.	
223.8	To consider donation request from CANS	
225.0	Cllrs considered the donation request from CANS and resolved to donate £200 to the community	
	church group. Clerk to arrange.	Clerk
223.9	To consider request from Speedwatch	
	Request to purchase clipboards and clickers from the Speedwatch budget. Clirs approved request.	Clouls
	Clerk to arrange.	Clerk
223.10	To consider donation request from Kingswood Preschool Group	
	Cllrs considered the request from Kingswood Preschool Group in relation to running costs and after	
	discussion and consideration resolved not to donate at this time.	
223.11	To review and discuss draft hudget for 2025/26	
223.11	To review and discuss draft budget for 2025/26  Cllrs reviewed and discussed the draft budget for 2025/26. Clerk to make amendments and bring draft	Clerk
	budget to December meeting for approval.	JICIR
223.12	To resolve whether to transfer funds from the Parish Councils Nationwide account to the Parish	
	Councils Unity Trust account	
	Due to upcoming projects and the fact it takes 90 days to transfer funds from Nationwide Cllrs resolved to transfer £25,000 from the Parish Council Nationwide account to the Parish Council Unity Trust Bank	
	account. Clerk to arrange.	Clerk
	Signed	
1		

224.	Sports Field	
224.1	Sports Field Review of the month's Sports Field Inspection Sheets Clerk advised that there are no new issues to report.	
224.2	To review quotation for the removal of a bush/tree at the Sports Field Cllrs reviewed quotation for the removal of the large bush/tree located next to the car park and resolved to proceed. Clerk to arrange.	Clerk
224.3	To review quotations for an electric gate at the Sports Field and resolve how to proceed Cllrs discussed and reviewed the quotations for electric gates to be installed at the Sports Field as an idea to deal with the anti-social behaviour at the Sports Field in the evenings. Cllrs resolved not to proceed at this time due to the very high cost of installing these.	
224.4	To review storage container quotations and resolve how to proceed Clerk advised all quotations now in. Cllrs reviewed and resolved to proceed with quotation 1 of a 10ft new container from Qube Containers. Clerk to arrange.	Clerk
<b>225.</b> 225.1	Policing Crime Figures Between 21:00 on Wednesday 2nd of October and 05:00 on Thursday 3rd of October in Pitt Road. A group of men damaged a Mercedes parked in the road. A stone dented it. Crime Report No. 46/168573/24 - Posted 07/10/2024	
225.2	On Friday 11th of October between 14:30 and 15:30 in Charlesford Avenue. Somebody damaged a windscreen of a vehicle parked in the road.  Crime Report No. 46/173275/24 - Posted 14/10/2024	
225.3	On Sunday 13th of October around 23:40 in Ashford Road. Somebody stole a generator from outside a bus, parked in the road.  Crime Report No. 46/174136/24 - Posted 15/10/2024	
225.4	On Tuesday 15th of October between 15:00 and 15:30 in Bell Way. Somebody smashed a window at a residential property.  Crime Report No. 46/175951/24 - Posted 19/10/2024	
225.5	On Friday 18th of October around 15:20 in Cayser Drive. Somebody smashed a window of a vehicle parked in the road.  Crime Report No. 46/177417/24 - Posted 21/10/2024	
225.6	Between 12:00 on Saturday 12th of October and 12:00 on Sunday 13th of October in Lenham Road. Somebody stole fruit containers from the front of a residential property. Crime Report No. 46/181694/24 - Posted 28/10/2024	
225.7	Between 16:00 on Friday 25th of October and 09:00 on Saturday 26th of October in Ashford Drive. Somebody stole Halloween figures from a community art project display. Crime Report No. 46/182079/24 - Posted 28/10/2024	
226.	To receive an update on the Joint Village Hall Project Cllr Clark advised that this is moving forward, a design has been agreed and we now await quotations for the design.	
227.	To review CCTV quotations and resolve how to progress  Due to Cllr Pink sending his apologies Cllrs resolved to move this item to the next agenda. Cllrs resolved that this project need to progress ASAP.	
228.	To review and receive feedback from Village Fete event Clerk, Cllr Clark and Cllr Clarke reviewed the Village Fete based on feedback from residents. Overall the event was very well received with a lot of positive comments. There were a few recommendations for improvement which Cllrs will take on board for future events	
229.	To consider and approve the External Auditor Report and Certificate 2023/2024  Cllrs considered and approved the External Auditor Report and Certificate 2023/24. Cllrs noted the comment re the asset register.  Clerk advised that the notice of conclusion of audit has been posted on the website and notice boards.	
230.	To provide feedback from and discuss Annual Clerks Conference and Annual Finance Conference Clerk provided feedback from both conferences. Overall there were some useful speakers present and it was a great networking event.	
	Signed	

231.	To discuss and resolve whether to accept and implement the NALC National Salary Award	
	2024/2025 Circulated prior to the meeting, Cllrs discussed the NALC National Salary Award 2024/25 and resolved to accept it. Clerk to action necessary changes and implement.	Clerk
232.	To resolve whether to hold a December Parish Council meeting  Cllrs resolved to hold a December meeting. The next Parish Council meeting will therefore be the 16 <sup>th</sup> of December 2024.	
233.	To receive feedback from Ward Cluster meeting  Clerk attended half yearly meeting with local parishes, KCC, MBC and Kent Police. Local issues discussed and updates received. Clerk highlighted issues of ASB and in particular catapulting.	
234.	To receive feedback from Clerks meeting with Leeds Castle and KCC in relation to A20 traffic island  Clerk met with KCC and Leeds Castle representatives to discuss the possibility of a traffic island on the A20 to help pedestrians cross the A20 more safely. In order for a traffic island to be installed there must be a footpath that it can join on both sides of the road, currently there is no footpath on the Broomfield side of the road. KCC investigated the possibility of diverting and extending the existing footpath that comes out near to the Broomfield Road Leeds Castle entrance. Unfortunately the groundworks to enable this are very extensive and costly. It would also mean removing a large number of trees, bushes and shrubs on the Leeds Castle grounds as there is not enough space along the road for a footpath. Clerk will continue to speak to KCC re other options.	Clerk
235.	To receive feedback from Roundtable meeting with Helen Whately Clerk provided feedback from meeting whereby issues such as antisocial behaviour were raised. The entry/exit system was discussed and other local Parish issues.	
236.	To discuss Maidstone Borough Councils Gypsy, Traveller and Travelling Showpeople Development Plan Document  Maidstone Borough Council has published the Regulation 18b version of its Gypsy, Traveller and Travelling Showpeople Development Plan Document, which sets out the preferred policy approaches to meeting accommodation needs and the reasonable alternatives being considered through the DPD. There are no sites identified or allocated at this stage, MBC are seeking views on the spatial strategy approach before committing to identifying sites. Cllrs are however aware of a couple of sites in or around our Parish that have been put forward to Maidstone Borough Council as possible sites.  Comments by Cllrs will be made once we are able to do so in relation to specific sites.  Cllrs would encourage residents to review the Development Plan Document.  Consultation Response Forms and all supporting materials will be available on the Council's webpage at: <a href="https://localplan.maidstone.gov.uk/home/gypsy-traveller-development-plan-document">https://localplan.maidstone.gov.uk/home/gypsy-traveller-development-plan-document</a> Cllrs discussed and resolved to complete the consultation response forms online. Clerk to action.	Clerk
237.	To receive an update on the Reverse Santa Event  Cllr Clark, Cllr Clarke and Clerk advised Santa will be visiting on the 13 <sup>th</sup> of December and preparations are well under way. A Facebook Event page has been set up (go to the Parish Councils Facebook page for details) so that residents can be kept up to date with arrangements. Details have also been placed on noticeboards.	
<b>238.</b> 238.1	Residents' concerns  ASB – catapults, eggs, Sports Field – Clerk spoke to PC James Phillips in relation to the reported ASB in the Parish. PC Phillips is very proactive and does follow up reported crimes but he can only do that if they are actually reported to the Police! We are finding that although incidents are voiced on social media they are not being reported to the Police. Cllrs appreciate that it can be tedious however it is very important that you report everything, no matter how small. PC Phillips has sent the following message  "Please be reassured that Kent Police will do as much as possible to safeguard victims and tackle offenders however this begins with reporting all matters of concern to us. You can report emergencies by calling 999, any non-emergency matters can be reported by calling 101, via our 'Live Chat' system on our website, via an online crime report or by visiting our station on Palace Avenue, Maidstone. The Maidstone Neighbourhood Beat team are working with communities around Maidstone to deal with anti-social behaviour and criminality but we need your help to report all crimes and anything that is a concern, the more reports we receive, the more we can do."	
238.2	Dog fouling – this is still a massive issue around the Parish, if you catch someone committing this offence please report them. If you see dog mess in a public area you can report it using the following website and Maidstone Borough Council will attend and clear it. <a href="https://self.maidstone.gov.uk/service/report_dog_mess">https://self.maidstone.gov.uk/service/report_dog_mess</a> Signed	

Stolen Secret Stitchers art project – Cllrs are saddened to hear of the theft of this art project. If you have any information please do contact the police. The post-box toppers spread a bit of joy and put a smile on everyone's faces, it is such a shame that a small minority ruin this.	
Any other information	
Maidstone KALC Meeting held on 30/09/2024 – minutes circulated to Cllrs before the meeting.	
EU entry/exit system The EU Entry/Exit System (EES), which was supposed to start in November 2024, has been put on hold. Although the EU has cancelled the November launch date for the EES, it has not set a new start date. More details can be found at the following link <a href="https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/eu-entryexit-system">https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/eu-entryexit-system</a>	
Items for next agenda	
To receive an update on the Joint Village Hall Project	
To review CCTV quotations and resolve how to progress	
To review and approve draft budget for 2025/26	
Parish Council Meetings The next meetings of the Parish Council are scheduled for Monday 16 <sup>th</sup> December 2024. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.	
Cllr Clark closed the meeting at 9.19pm	
Signed	
	have any information please do contact the police. The post-box toppers spread a bit of joy and put a smile on everyone's faces, it is such a shame that a small minority ruin this.  Any other information  Maidstone KALC Meeting held on 30/09/2024 – minutes circulated to Cllrs before the meeting.  EU entry/exit system  The EU Entry/Exit System (EES), which was supposed to start in November 2024, has been put on hold. Although the EU has cancelled the November launch date for the EES, it has not set a new start date. More details can be found at the following link <a href="https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/eu-entryexit-system">https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/eu-entryexit-system</a> Items for next agenda  To receive an update on the Joint Village Hall Project To review CCTV quotations and resolve how to progress To review and approve draft budget for 2025/26  Parish Council Meetings The next meetings of the Parish Council are scheduled for Monday 16th December 2024. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.  Cllr Clark closed the meeting at 9.19pm