



Broomfield and Kingswood Parish Council

www.broomfieldandkingswood.kentparishes.gov.uk



Notice of the Annual Parish Council Meeting

To: All Councillors

You are hereby summonsed to attend the Annual Parish Council Meeting of Broomfield and Kingswood Parish Council to be held at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX on Monday 16 May 2022 at 7.30pm.

To: All Residents

Members of the public are welcome to join.

Dated 10 May 2022

Signed: **Hayley Roberts**, Parish Clerk

A G E N D A

Chairman's Announcement: *Whilst it is permitted to record this meeting any person, Councillor or member of the public, wishing to do so is obliged to notify the meeting, before commencement of their intention to do so.*

Public Forum - *The Chairman welcomes members of the public and invites them to speak prior to the start of the Meeting, relating to the Agenda or local issues, (to a maximum of fifteen minutes and three minutes per speaker). You are requested to state your name and address prior to speaking.*

No	Item
1.	To receive and approve apologies for absence
2.	Councillors Declarations of interest in items on the agenda
2.1	Lobbying
2.2	Personal Interest
2.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
3.	Welcome by the Parish Council Vice Chairman, Gareth Davies
4.	Reports from Representatives of Outside Bodies
4.1	Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast
4.2	Maidstone Borough Council – Ward Councillor – Gill Fort
5.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council
5.1	Minutes of Parish Council Meeting held on 25 April 2022
6.	Election of Chairman (2022/23)
6.1	Chairman to sign Declaration of Acceptance of Office
7.	Election of Vice Chairman (2022/23)
8.	Declarations of Interest
8.1	To declare any changes to existing DPI forms.
9.	For members to confirm in writing that they agree to receive ALL communications electronically during their period of office
10.	Planning Applications
10.1	The following Planning Applications to be considered and resolved: Application Ref: 22/502010/FULL Proposal: Erection of a single storey rear extension with 1no. roof window. Address: 5 Tall Trees Close Kingswood Maidstone Kent ME17 3PT

11.	Planning Outcomes (for report only)
12.	Actions & Outcomes (for report only)
13.	Staff Committee
13.1	Staff Committee Report
13.2	To agree committee terms of reference and scheme of delegation
14.	Committee and Working Group Structure for 2022/23
14.1	To appoint membership and substitutes of committees and working groups for 2022/23
15.	Delegation Powers re Planning (Minute No 19/101.1) Delegation
15.1	To resolve to adopt
16.	To review the following for adoption:
16.1	Standing Orders
16.2	Financial Regulations
17.	Election of Representatives to Other Bodies and arrangements for reporting back on meetings
17.1	Joint Parishes Group
17.2	Kent Association of Local Councils Maidstone Area Committee
17.3	Kingswood Primary School
17.4	Police Forum
17.5	Rural Transport Group
17.6	Village Hall Committee
17.7	Parish Liaison Meetings
17.8	Twinning Group
17.9	Leeds Castle Liaison Group
17.10	To review reporting arrangements back to full Council
18.	To review and resolve the following;
18.1	Asset Register
18.2	Financial and Council Risk Assessment
18.3	Action Plan
18.4	Draft schedule of future meeting dates
19.	To review the Council's subscriptions
19.1	SLCC for Clerk and RFO
20.	To review and approve the following policies
20.1	Complaints Procedure
20.2	Equality and Diversity Policy
20.3	Data Privacy Notice
20.4	Laptop Computer Policy issue 1
20.5	Data Retention Policy issue 1.1
20.6	GDPR Policy
21.	Finances and Payment of Accounts
21.1	Bank reconciliation – April 2022
21.2	Responsible Finance Officer's report April 2022
21.3	To approve the schedule of payments for April 2022
21.4	To ratify payments already made in May 2022
21.5	Reconciliation of invoices against cheques and ledger for April 2022
21.6	To consider performance against the 2022/23 budget
22.	Sports Field
22.1	Review of the month's Sports Field Inspection Sheets
22.2	To consider further information received in relation to the coppicing of trees and resolve how to proceed
23.	Policing
23.1	Crime Figures
23.2	PCSO update
24.	To discuss expired office 365 subscription and to resolve how to proceed
25.	The Queens Platinum Jubilee 2022
25.1	To receive an update and discuss The Queens Platinum Jubilee event arrangements
25.2	To consider information received regarding a suitable tree to plant and resolve to purchase a tree and agree location of tree to be planted.

26.	To discuss and consider use of KALC Carbon Footprint Tool
27.	Residents' Concerns
28.	Any Other Information
29.	Items for next agenda for Parish Council Meeting June 2022
	<p>Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2023, date to be confirmed.</p> <p>Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 30 May 2022 and is the Annual Parish Meeting. The next Parish Council meeting will take place on Monday 20 June 2022. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood at 7.30pm.</p>