



Broomfield and Kingswood Parish Council

www.broomfieldandkingswood-pc.org.uk



Public Notice of a Meeting of the Parish Council

To: All Councillors

You are hereby summonsed to attend a Meeting of the Broomfield and Kingswood Parish Council to be held virtually via either the Zoom App or Microsoft Teams on 15 February 2021 at 7.15pm.

To: All Residents

This meeting will take place virtually via the Zoom Application or Microsoft Teams. Members of the public are welcome to join Cllrs for the meeting.

Please email the Parish Clerk at parishclerk@bandkpc.org in advance of the meeting, to advise that you wish to join the meeting

Dated: 09 February 2021

Signed: **Pam Bower**, 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
	Winners of the litter competition
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.	Reports from Representatives of Outside Bodies
3.1	Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast
3.2	Maidstone Borough Council – Ward Councillor – Gill Fort
4.	Planning Applications The following Planning Application to be considered and resolved:
4.1	Application: 21/500505/TPOA Proposal: TPO Application - Works required to row of oak trees at the front of property, all trees between 30-35 metres in height. Trees: (1) cut back branches overhanging Broomfield road and touching phone lines - a branch was recently hit by a lorry and fell onto Broomfield Rd. Cut back some of the branches which have overgrown and overhang Kingsbroom Court, reduce height by 2 metres. Trees (2 and 3) cut back branches overhanging Broomfield Rd. Reduce height by 2 metres Trees (4 - 11) on the plan to have height reduced by 2 metres as they are extremely tall and have not been pruned for years. Reason for works: Risk of wind damage, with branches recently falling into roads after being hit by lorries. Location: 3 Kingsbroom Court Kingswood ME17 3ST

5.	Planning Outcomes (for report only)
6. 6.1 6.2	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 18 January 2020 Minutes of Parish Council Meeting held on 01 February 2020
7.	Actions & Outcomes (for report only)
8. 8.1 8.2 8.3 8.4 8.5 8.6 8.7 8.8	Finances and Payment of Accounts Bank reconciliation – January 2021 Responsible Finance Officer's report January 2021 To approve the schedule of payments for February 2021 To ratify payments already made in January 2021 Reconciliation of invoices against cheques and ledger for January 2021 To consider performance against the 2020/21 budget To resolve to accept the quote for grass maintenance in the sports field and village Parish Service Scheme and S137
9. 9.1 9.2 9.3	Sports Field Review of the month's Sports Field Inspection Sheets Update on issues with Junior Play Unit To receive an update on the Sports Field Fencing
10. 10.1	Policing Crime Figures
11. 11.1 11.2	Capital Project Ideas - located in Kent and Medway CCTV – Cllr Pink Community Building – Cllr Pattison
12. 12.1 12.2 12.3	Staff Committee Feedback from the Staff Committee meet following the RFO's return from Maternity Leave To resolve where the Parish Office files and equipment should be stored pending the arrival of a new clerk To consider the systems currently used by the Clerk and RFO and resolve if they should be upgraded
13. 13.1	OneDrive To resolve how to move forward with the use of the OneDrive
14. 14.1	Co-option of Simon Pearce To resolve to co-opt Simon Pearce onto the Parish Council
15. 15.1	Joint Parishes Group To resolve which Cllr will be the rep on this group
16. 16.1	Parish Council Action Plan To resolve to adopt the 2021 Parish Council Action Plan
17.	Any other information
18.	Items for next agenda
19.	Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 15 March 2021. If it is felt to be appropriate the meeting will take place at The Village Hall, Gravelly Bottom Road, Kingswood from 19:15. If not, the meeting will take place virtually via the Zoom Application or Microsoft Teams.