



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the meeting of the Parish Council held virtually via Zoom.
on Monday 19 April 2021

Present: Cllr Tina Clark (Chair); Cllr Gareth Davies; Cllr Chris Pink; Cllr Laura Hubbard; Cllr Ken Pattison; Cllr Aimee Parker; Cllr Ron Kemp, Cllr Simon Pearce, Cllr Kat Ross (9)

Hayley Roberts – Clerk

Jo Gosden - RFO

There was one member of the public present.

There were no declarations of intent to record the meeting by Cllrs or members of the public.

Cllr Clark opened the meeting at 19:21

Min No	Item	Action
234	To receive and approve apologies for absence. Apologies were received and approved for:	
235 235.1 235.2 235.3	Cllrs Declarations of interest in items on the agenda Lobbying – None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – Cllr Davies items 4.1 and 4.2.	
236 236.1 236.2	Reports from Representatives of Outside Bodies Kent County Council – County Cllr – Maidstone Rural East – Shellina Prendergast – apologies received. Maidstone Borough Council – Ward Councillor – Gill Fort <ul style="list-style-type: none"> Pilot Scheme to Combat Litter – no further details are available since the last meeting. Local Elections are being held on 6th May 2021. There are no elections for MBC however there is for KCC. Local Bus Pilot – whilst this is a KCC initiative Cllr Fort agreed to make enquires at the previous meeting and has advised that a KCC inspector attended to monitor the bus service. KCC agree that the service is poor and have apologised. KCC have been in contact with Arriva. Arriva will be monitoring the service and KCC have a meeting next month with them to discuss. Residents are encouraged to contact the Clerk if the service remains poor so that it can be forwarded to KCC. Boundary Commission Review – The last review was 20 years ago, and the Leeds Ward has the smallest amount of development in the borough. There will be changes to boundaries and there is talk of going to a three-member ward. This will potentially come into effect in 2023/24. 	
<i>Cllr Fort left the meeting at 19.36pm</i>		
237. 237.1 237.2	Planning Applications The following Planning Applications to be considered and resolved: Application Ref: 21/501308/LBC Proposal: Listed Building Consent for erection of an outbuilding. Address: Westlea Barn Upper Street Broomfield Maidstone Kent ME17 1PS Approved. Application Ref: 21/501307/FULL Proposal: Erection of an outbuilding. Address: Westlea Barn Upper Street Broomfield Maidstone Kent ME17 1PS Approved.	
	Signed _____	

237.3	Application Ref: 21/501710/FULL Proposal: Erection of a two-storey side extension with a single storey rear extension and a porch. Location: 4 Cayser Drive Kingswood Maidstone Kent ME17 3QB Approved.	
237.4	Application Ref: 21/501231/FULL Proposal: Erection of a single storey rear extension and loft conversion. Location: Wildacres Pitt Road Kingswood Maidstone Kent ME17 3NR Approved.	
<i>Cllr Parker joined the meeting at 19.41pm</i>		
238.	Planning Outcomes (for report only) Cllrs noted that MBC had determined the following planning applications: Application Ref: 20/506126/FULL Proposal: Change of use from a dwelling to a care home together with conversion of the garage and erection of a conservatory Location: Southview, 61 Charlesford Avenue, Kingswood, Maidstone, Kent ME17 3PH MBC Decision: Application Refused 19.03.21 Application Ref: 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. Location: 3 Kingsbroom Court Kingswood ME17 3ST MBC Decision: Application permitted 31.03.21.	
239. 239.1	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 15 March 2021. The above minutes were approved. Cllrs resolved that as this meeting was a virtual one, the minutes could be signed as a true record by Cllr Clark outside of the meeting.	Cllr Clark/Clerk
240.	Actions & Outcomes (for report only) Cllrs noted that all actions are either complete, in progress or on hold.	
241.	Finances and Payment of Accounts – RFO	
241.1	Bank reconciliation – March 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Cllrs resolved that the documents could be signed by two Councillors outside of the meeting.	Cllrs/RFO
241.2	Responsible Finance Officer's report March 2021 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. As the meeting was a virtual one, Cllrs resolved that the documents could be signed by two Councillor outside of the meeting.	Cllrs/RFO
241.3	To approve the schedule of payments for April 2021 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments.	
241.4	To ratify payments already made in April 2021. Cllrs resolved to ratify payments already made in March 2021.	
241.5	Reconciliation of invoices against cheques and ledger for March 2021 As the meeting was a virtual one, Cllrs resolved that the invoices could be reconciled against the ledger and the invoices and ledger initialled accordingly by a Councillor outside of the meeting.	Cllr/RFO
241.6	To consider the performance against the 2020/21 budget Cllrs noted the performance during 2020/21. This is the end of year budget review.	
241.7	Self-Invoicing of Village Hall fees. RFO fed back to Cllrs regarding discussion with the internal auditor. Cllrs resolved to produce and email a remittance to the village hall committee each month as proof of payment.	RFO/Clerk
241.8	To resolve to agree and renew O2 mobile tariff. Cllrs resolved that RFO should contact O2 for different renewal options.	RFO
Signed _____		

241.9	To resolve to agree rent for Tall Trees and Scout Hut for the Financial year 2021/22 Following discussion Councillors agreed to keep the Scout Hut rent at £52/annum. RFO to invoice accordingly. RFO to calculate Tall Trees increase in rent subject to RPI increase and amount to be ratified at next Parish Council Meeting.	RFO
241.10	To resolve to agree and renew KALC and NALC membership. Following due consideration, Cllrs resolved to renew the Parish Council's membership. RFO to action accordingly.	RFO
241.11	To resolve to agree termination of XLN contract. Cllrs resolved to leave the contract to lapse at the end of its contract in June due to high early termination fees. RFO to action accordingly.	RFO
241.12	Ratification of decision to make a donation to the Air Ambulance. Cllrs ratified this payment. RFO to action accordingly.	RFO
<i>RFO left the meeting at 20.13pm</i>		
242	Sports Field	
242.1	Review of the month's Sports Field Inspection Sheets Cllrs were advised that there has been some more fraying on the basket swing however this does not affect use and will continue to be monitored. The CCTV is still working.	
242.2	To receive an update on the Junior Play Unit	
242.3	To receive an update on the potential of a disabled swing Re Items 242.2 and 242.3, Cllr Parker advised that she had met with Jill Watson from Playdale and obtained two quotations for a single flat swing and a disabled swing with either Grasslok or Wetpour matting. Cllrs resolved to proceed with the Grasslok matting. Cllr Parker to continue to liaise with Playdale. regarding additional information and this to be agenda item at next Parish Council Meeting.	Cllr Parker
242.4	To receive an update on meeting regarding CCTV – Cllr Pink To be discussed at the next meeting in May.	Cllr Pink
242.5	To consider the opening and closing of the Sports Field gates After much consideration Cllrs resolved that residents to be asked for volunteers to open and close the gates each day. Cllrs resolved that if the gates were to be opened and closed that the car park would need to be closed at a particular time each day to avoid cars being locked in. Cllrs noted that the closing of the gates would not result in the Sports Field itself being closed but hoped this might help with littering etc.	Clerk
242.6	To consider fencing quotations – Cllr Davies After due discussion Cllrs resolved to erect a steel well fence due to its longevity and security. Cllr Davies to obtain quotations.	Cllr Davies
243.	Policing	
243.1	Crime Figures Between 12:01am on Monday 1st of June and 11:59pm on Tuesday 30th of June in Gravelly Bottom Road. Somebody broke into a shed at a residential property and has also broken fencing in a separate incident. Between 6:00pm on Monday 8th of March and 10:37am on Tuesday 9th of March in Gravelly Bottom Road. Somebody has damaged some fencing. On Sunday 14th of March around 12:00am in Laurel Grove. Somebody damaged fire extinguishers at a building site. The police are continuing their enquiries. On Sunday 14th of March between 12:01am and 11:16am in Ashford Road. Somebody broke into an empty residential property and have taken the boiler. The police are continuing their enquiries.	
243.2	PCSO Update Cllrs noted the update provided by the PCSO on her area patrols over the last few months. Update from PCSO as follows.... Continuing Engagement and reassurance with dog walkers and villagers regarding dog thefts. Report of Nuisance vehicles Gravelly bottom/Abbey Woods/Kingswood woods- Will continue to monitor particularly at weekends. Signed _____	

