



# Broomfield and Kingswood Parish Council

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## 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 20 June 2022

**Present at meeting:** Cllr Tina Clark (Chairman); Cllr Chris Pink; Cllr Simon Pearce; Cllr Malcolm Clarke  
and Cllr Steve Lakin

Hayley Roberts - Parish Clerk/RFO

There was 4 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>547.</b> 547.1 547.2	<b>To receive and approve apologies for absence</b> Cllr Aimee Parker – illness Cllr Gareth Davies - holiday	
<b>548.</b> 548.1 548.2 548.3	<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>549.</b>	<b>Welcome by the Parish Council Chairman, Tina Clark</b>	
<b>550.</b>	<b>Ratification of decision to elect Tina Clark as Chairman (2022/23) and Chairman to sign Declaration of Acceptance of Office</b> Cllr Clark accepted the nomination made at the Annual Parish Council Meeting on the 16 <sup>th</sup> of May 2022 and signed the Declaration of Acceptance of Office.	
<b>551.</b> 551.1	<b>Reports from Representatives of Outside Bodies</b> Maidstone Borough Council – Ward Councillor – Gill Fort – not present	
<b>552.</b>	<b>To approve the minutes of the meetings of Broomfield &amp; Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 16th May 2022 and Annual Parish Meeting held on 4th May 2021.</b> The above minutes were approved as a true copy and duly signed by Cllr Clark.	
<b>553.</b>  553.1  553.2  553.3	<b>Ratification of Planning Applications</b> <b>The following planning applications to be ratified:</b>  Application Ref: 22/501603/FULL Proposal: Retrospective application for a 1.8m high closed boarded fence along the front boundary of the site Address: Carlyon Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NU <b>Following due consideration, Cllrs ratified their decision to object to this application.</b>  Application Ref: 22/502383/FULL Proposal: Erection of a two storey side extension Address: 8 Holly Tree Close Kingswood Kent ME17 3QJ <b>Following due consideration, Cllrs ratified their decision that they had no objections to this application.</b>  Application Ref: 22/501783/FULL Proposal: Erection of a residential dwelling with associated parking and garden, including landscape and biodiversity enhancements and removal of existing residential building. Address: Land Adjacent To Honeysuckle Lodge (Known As Netherfold) Gravelly Bottom Road Kingswood Kent ME17 3NX <b>Following due consideration, Cllrs ratified their decision to refer this application to MBC planning committee for review.</b>	

554.	<b>Planning Applications</b> <b>The following Planning Application to be considered and resolved:</b>	
554.1	Application Ref: 22/502559/TPOA Proposal: TPO application to reduce height of one Oak tree to final height of 25m, cut back selective lower branches overhanging other trees to 2m, also remove the deadwood apparent in the canopy and ensure the natural shape of the tree is kept. Address: 3 Kingsbroom Court Kingswood Maidstone Kent ME17 3ST <b>Following due consideration, Cllrs resolved that they had no objections to this application.</b>	
555.	<b>Planning Outcomes (for report only)</b> Cllrs noted that MBC had determined the following planning applications:	
555.1	Application Ref: 22/500127/FULL Proposal: Change of use of land for the siting of 3no. holiday let lodges. Address: Oakdale Pitt Road Kingswood Maidstone Kent ME17 3NR <b>MBC Decision: Application Refused 17.06.22</b>	
555.2	Application Ref: 22/501151/FULL Proposal: Demolition of existing garden room and erection of a single storey side and rear extension, to form replacement garden room and laundry room. Address: Rosemary Chartway Street Sutton Valence Kent ME17 3HZ <b>MBC Decision: Application Permitted 30.05.22</b>	
555.3	Application Ref: 22/501659/TPOA Proposal: TPO application to dismantle one oak tree to near ground level using the latest lowering and rigging techniques to avoid damage to surrounding features Address: Kingsbroom Broomfield Road Kingswood Maidstone Kent ME17 3NY <b>MBC Decision: Application Refused 25.05.22</b>	
555.4	Application Ref: 22/500896/FULL Proposal: Retrospective application for change of use of land to residential garden, erection of a 1.9m close board fence and demolition of existing 1.9m brick boundary wall. Address: 4 Tall Trees Close Kingswood Maidstone Kent ME17 3PT <b>MBC Decision: Application Refused 17.05.22</b>	
556.	<b>Actions &amp; Outcomes (for report only)</b> Cllrs discussed outstanding actions and all are progressing. Cllrs resolved that Clerk should look at costings for new picnic benches and report back.	Clerk
557.	<b>To consider and approve the External Auditor Report and Certificate 2020/21</b> After consideration Cllrs resolved to approve the External Auditor Report and Certificate 2020/21.	
558.	<b>To review the effectiveness of the system of Internal Control.</b> Cllrs considered and approved the Statement of Internal Control for the year ending 31 March 2022. Cllr Clark and Clerk signed the Statement.	
559.	<b>Approval of Annual Governance and Accountability Return (AGAR)</b>	
559.1	To review and note the Annual Internal Audit Report dated 29 May 2022 Circulated prior to meeting. Cllrs discussed and resolved to accept the internal audit. Comments noted.	
559.2	To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022. Section 1 The Annual Governance Statement for 2020/21 was considered and approved by Cllrs. Duly signed by Cllr Clark and the Clerk.	
559.3	To approve the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022, the supporting Bank Reconciliation as at 31 March 2022 and the explanation of the significant variations from last year (2020-21) to this year (2021-22). Section 2 The Accounting Statements for 2021-22 and supporting documents was considered and approved by Cllrs and signed by Cllr Clark. RFO had signed prior to the meeting.	
559.4	To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer and to approve the dates proposed. Cllrs noted and approved the period for the Exercise of Public Rights from Monday 27 <sup>th</sup> June 2022 until Friday 5 <sup>th</sup> August 2022.	

<b>560.</b>	<b>Finances and Payment of Accounts</b>	
560.1	Bank reconciliation May 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink.	
560.2	Responsible Finance Officer's report May 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Pearce.	
560.3	To approve the schedule of payments for June 2022 This was circulated to Cllrs prior to the meeting and Cllrs resolved to approve the schedule of payments. Signed by Cllr Lakin and Cllr Clarke.	
560.4	To ratify payments already made in May 2022 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Pearce.	
560.5	Reconciliation of invoices against cheques and ledger for May 2022 Councillors reconciled the invoices against the ledger and Cllr Lakin and Cllr Pearce initialled the invoices and ledger accordingly.	
560.6	To consider performance against the 2022/23 budget Cllrs noted the performance against the 2021/22 budget.	
560.7	To discuss .org and .uk domains and resolve whether to accept domain renewals After discussion Cllrs resolved to renew. Cllr Pink to action accordingly.	<b>Cllr Pink</b>
560.8	To reconsider a request from Victim Support now further information received Cllrs reviewed further information and resolved to invite Victim Support to the next Pop Up Café so that a discussion can be had. Cllr Clark to report back to Cllrs and donation request to be reviewed at next meeting.	<b>Cllr Clark</b>
560.9	To review and resolve to accept the Asset Register Cllrs reviewed the Asset Register and resolved to accept it. Document initialled by Cllr Clark.	
<b>561.</b>	<b>Sports Field</b>	
561.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed and no new action required.	
561.2	To discuss and resolve whether to accept quotation for permissive footpath maintenance Cllrs discussed and resolved to accept quotation for work. Work to be carried out on the 5 <sup>th</sup> of August 2022.	
561.3	To discuss pressure washing of perimeter metal fencing Cllrs discussed and resolved that it was not necessary at the moment to pressure wash the fencing. Clerk to monitor.	<b>Clerk</b>
561.4	To consider and approve Sports Field use agreement document from Headcorn FC Cllrs considered agreement. Amendment required, Clerk to contact Headcorn FC accordingly.	<b>Clerk</b>
<b>562.</b>	<b>Policing</b>	
562.1	Crime Figures Between 15:00 on Thursday 26 <sup>th</sup> of May and 09:45 on Friday 27 <sup>th</sup> of May in The Walk. Somebody broke into a Vauxhall Combo parked in the road and stolen items. Crime Report No. 46/103809/22 - Posted 31/05/2022	
562.2	Between 21:30 on Thursday 2 <sup>nd</sup> of June and 01:30 on Friday 3 <sup>rd</sup> of June in Charlesford Avenue. Somebody broke into a shed at a residential property and tried to steal the contents which were found abandoned nearby. They damaged a door to get inside. Crime Report No. 46/107828/22 - Posted 06/06/2022	
562.3	On Friday 3 <sup>rd</sup> of June between 00:01 and 23:59 in Broomfield Road. Somebody stole a bank card from a residential property and used it fraudulently. Crime Report No. 46/111226/22 - Posted 12/06/2022	
<b>563.</b>	<b>To agree staff committee terms of reference and scheme of delegation</b> Circulated prior to the meeting and following discussion at the meeting another amendment is required. To be agreed at the next meeting. Clerk to action accordingly.	<b>Clerk</b>

564.	<b>To review and resolve to accept the Laptop Computer Policy issue 1</b> Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
565. 565.1  565.2	<b>The Queens Platinum Jubilee 2022</b> To feedback and review the event that took place on 4 <sup>th</sup> of June 2022 Clerk and Cllr Clark provided feedback from event. Overall event was very successful and Cllrs want to thank everyone who helped and supported the event.  To consider information received regarding a suitable tree to plant and resolve to purchase a tree and agree location of tree to be planted. Cllrs discussed resolved the purchase two heritage apple trees, Clerk to purchase when planting is due. Cllrs requested that the Clerk speak to the company that completes the annual tree survey regarding location.	<b>Clerk</b>
566. 566.1  566.2	<b>To receive an update on the Community Building project</b> Platinum Jubilee Fund Cllrs discussed and resolved that the community building committee should meet and discuss ASAP. Cllr Lakin to organise and feedback to be given at July meeting.  Sports Field Cllrs discussed what could be required at the Sports Field in the future, e.g car park update however resolved this is only relevant once plans are finalised in relation to the community building project.	<b>Cllr Lakin</b>
567.	<b>To receive feedback from Leeds Castle Event – Cllr Clark</b> Cllr Clark provided feedback in relation to two meetings held at Leeds Castle. Cllr Clark advised the castle has a new exhibition and there are lots of exciting changes and events happening this year. Information to be shared by Clerk as and when received from Leeds Castle.	
568.	<b>To discuss and consider use of KALC Carbon Footprint Tool</b> After due consideration and discussion Cllrs resolved that this is not applicable to the Parish Council.	
569.	<b>To discuss ‘Lest We Forget Community Craft Project’ idea</b> Resident presented ideas in relation to celebrating Remembrance Day 2022. Cllrs resolved to support ideas. More information to follow shortly.	<b>Clerk</b>
570.	<b>To consider ‘Think Tank’ idea</b> Cllr Clarke lead discussion, Cllrs resolved it was a good idea. Cllr Clarke will circulate ideas on ‘Think Tank’.	<b>Cllr Clarke</b>
571.	<b>To consider employment of a Parish Operative</b> A resident has raised concern in relation to the amount of litter along roadsides, particularly along Broomfield Road. Cllrs considered the suggestion of employing a Parish Operative to amongst other tasks clear the litter and resolved that unfortunately this is not something that has been budgeted for this year. Cllrs agree that litter is a big problem and will discuss ideas to combat this. One suggestion is a road closure to allow a litter pick of roads such as Broomfield Road. Cllrs and Clerk to look into options.	<b>Cllrs/Clerk</b>
572. 572.1  572.2	<b>Residents’ concerns</b> To consider and resolve what if any action to be taken in respect of: Tom Hoy Award process Cllrs discussed the process and felt that they did everything they could to promote the nomination process, emails were sent to residents on our contact list, Facebook posts, posters on all noticeboards and at the post office, poster in the parish news and a post-box and forms left at the post office counter. If any residents have any other suggestions please contact the Clerk. Cllrs discussed the process of choosing a winner and agreed that the same nominee should not win every year. Cllrs resolved that instead of the winner being the nominee with the most nominations it will now be decided by a panel. All nominations will be considered along with the reasons for the nomination and a winner chosen by the panel. More details to follow in March 2023 when the next nominations will take place.  Nuisance motorbikes Residents have raised concern with regards to motorbikes being ridden on private land and public paths and with no helmet. Clerk to inform PCSO and Cllrs urge residents to report all incidents to the police.	

<b>573.</b> 573.1	<p><b>Any other information</b></p> <p>Speedwatch Updated information for May</p> <p>Additional info, re those over 30mph, 372 vehicles during May</p> <table border="1" data-bbox="244 297 1286 633"> <thead> <tr> <th>Details</th><th>May</th><th>Year to date *</th></tr> </thead> <tbody> <tr> <td>No of Sessions</td><td>16</td><td>38</td></tr> <tr> <td>Total time</td><td>16Hours</td><td>45 hours</td></tr> <tr> <td>Total volunteer hours</td><td>39 Hours</td><td>116 hours</td></tr> <tr> <td>Total Vehicle count</td><td>1988</td><td>4475</td></tr> <tr> <td>No of First offenders</td><td>39</td><td>201</td></tr> <tr> <td>No of Second Offenders</td><td>3</td><td>6</td></tr> <tr> <td>No of third offenders</td><td>1</td><td>1</td></tr> <tr> <td>No of fourth offenders</td><td></td><td>1</td></tr> <tr> <td>Max Speed</td><td>43</td><td>48</td></tr> <tr> <td>Average Speed</td><td>38mph</td><td>37mph</td></tr> </tbody> </table> <p><b>*Since 10/2</b></p> <p>573.2 Pop Up Café The next Pop Up Café is on Thursday the 30<sup>th</sup> of June 10.30am – 12pm. At the request of the Parish Council Victim Support will be attending the Pop Up Café. Victim Support provide free and confidential support 24 hours a day, seven days a week, 365 days a year for people affected by crime and traumatic events – regardless of whether you have reported the crime to the police. There has been a lot of antisocial behaviour in the village lately and perhaps they may be able to offer some residents some assistance, guidance and support.</p>	Details	May	Year to date *	No of Sessions	16	38	Total time	16Hours	45 hours	Total volunteer hours	39 Hours	116 hours	Total Vehicle count	1988	4475	No of First offenders	39	201	No of Second Offenders	3	6	No of third offenders	1	1	No of fourth offenders		1	Max Speed	43	48	Average Speed	38mph	37mph	
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<b>545.</b> 545.1 545.2 545.3 545.4 545.5 545.6	<p><b>Items for next agenda</b></p> <p>To report back re discussion with Victim Support and to resolve whether to make a donation</p> <p>To consider and approve Sports Field use agreement document from Headcorn FC</p> <p>To agree staff committee terms of reference and scheme of delegation</p> <p>To receive an update on the Community Building project</p> <p>To discuss Parish litter issues and how best to tackle the problem</p> <p>Lest We Forget Community Event 2022</p>																																		
<b>546.</b>	<p><b>Parish Council Meetings</b></p> <p><b>The next meeting of the Parish Council is scheduled for Monday 18 July 2022. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</b></p> <p><b>There was no further business, Cllr Clark closed the meeting at 9.35pm</b></p> <p style="text-align: right;"><b>Signed _____</b></p>																																		