



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 at
the Village Hall, Kingswood, on Monday 16 March 2020

Present: Cllr Tina Clark (Chair); Cllr Laura Hubbard; Cllr Aimee Parker; Cllr Tom Hoy; Cllr Gareth Davies; Cllr Janet Tandy (6)

Pam Bower - Clerk
Ken Pattison – Cllr in waiting

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

Cllr Clark opened the meeting at 19:16

Min No	Item	Action
283	To receive and approve apologies for absence Apologies were received and approved for: Jo Gosden, RFO – family commitments	
284 284.1 284.2 284.3	Councillors 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) – None	
285 285.1 285.2	Reports from Representatives of Outside Bodies Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast – no apologies received. No report provided. Maidstone Borough Council – Ward Councillor – Gill Fort – no apologies received. No report provided	
286 286.1	To approve the minutes of the meetings of Broomfield & Kingswood Parish Council Minutes of the Parish Council meeting held on 17 February 2020 The above minutes were approved and duly signed as a true record by Cllr. Clark	
287 287.1	Actions and Outcomes (for report only) Councillors noted that most of the actions are either in progress, complete or on the agenda for discussion. Action 245.1: Clerk has been advised that self-closers are not included in Jackson Fencing's 25-year service life guarantee and come with a 1-year manufacturer's warranty. The reason why the self-closing mechanism is no longer functioning is unknown – the grease and the oil keep it functioning, but for some reason the water is not draining. Following discussion, Cllrs asked that it be ascertained if the price is for replacing the gate completely. Cllrs also agreed that the work should take place. Clerk to organise.	Clerk
288 288.1	Planning Applications The following Planning Applications to be considered and resolved: Application: 20/500278/FULL Proposal: Create a 100m2 pond with shallow, sloping sides and maximum depth of 2m, Signed _____	

	<p>using spoil to create banks, especially on downward slope. Replace fencing (removed for access).</p> <p>Location: Land East of Broomfield Road, Leeds Castle, Broomfield, Maidstone, Kent ME17 1PL</p> <p style="text-align: right;">APPROVED</p> <p>Following due consideration, Councillors approved this application</p>	
288.2	<p>Application: 20/500914/FULL</p> <p>Proposal: Proposed loft conversion with new front and rear dormer windows</p> <p>Location: Merryfield, 76 Charlesford Avenue, Kingswood, Maidstone, Kent, ME17 3PH</p> <p style="text-align: right;">APPROVED</p> <p>Following due consideration, Councillors approved this application</p>	
288.3	<p>Application: 20/500859/FULL</p> <p>Proposal: Loft conversion to include raising of roof height and insertion of rooflights. Demolition of existing rear extension and erection of part single, part two storey rear extension to include rear Juliet balcony</p> <p>Location: Pamar, Broomfield Road, Kingswood, Maidstone, Kent ME17 3NY</p> <p style="text-align: right;">APPROVED</p> <p>Following due consideration, Councillors approved this application</p>	
289	Planning Outcomes	
289.1	<p>The following applications have been approved/refused by MBC:</p> <p>20/500021/FULL Erection of a single storey side extension to improve existing facilities for disabled use, including change of existing flat roof over living room to pitched roof (revised scheme to 18/504913/FULL). Restavon, 38 Charlesford Avenue Kingswood Maidstone Kent Application approved 03.03.20</p> <p>19/506368/FULL Proposed conversion of garage into habitable space with insertion of sun tubes, alterations to driveway and extension of drop kerb 3 Tall Trees Close, Kingswood, Maidstone, Kent, ME17 3PT Application approved 11.03.20</p> <p>19/506397/FUL Erection of a fully glazed single-storey rear extension with ragstone chimney and new internal partitions. Single storey infill side extension to provide greater amenity space for master bedroom. Ancillary works to include a new front door, new gable glazing, partial timber cladding of the dwelling and increased decking area. The Apiary Gravelly Bottom Road Kingswood Maidstone, Kent ME17 3NT Application approved 02.03.20</p> <p>20/500178/FULL Raising of roof height and insertion of dormers to provide additional bedrooms 1 Charlesford Avenue Kingswood Maidstone Kent, ME17 3PE Application approved 05.03.20</p> <p>20/500268/FULL Erection of single storey front extension with creation of front balcony and single storey rear extension. Sevenoaks Gravelly Bottom Road Kingswood Maidstone, Kent ME17 3NS Application approved 05.03.20</p>	
290	CCTV	
291.1	<p>To consider quotes received for upgrade of CCTV in the Sports Field</p> <p>Following discussion, Cllrs agreed that any quotes must include replacing the cabling. It</p> <p style="text-align: right;">Signed _____</p>	

	was resolved that this be put on hold until more information has been obtained. Cllr Pink to take forward.	Cllr Pink
291	Finances and Payment of Accounts - RFO	
291.1	Bank reconciliation – February 2020 This was circulated prior to the meeting, agreed by all and signed by a Councillor and the RFO.	
291.2	Responsible Finance Officer's report This item was circulated prior to the meeting, agreed by all and signed by two Councillors.	
291.3	To approve accounts for payment & ratify payments already made Councillors resolved to approve the accounts for payment & ratified payments already made.	
291.4	To approve the schedule of payments for March 2020 Councillors resolved to approve the schedule of payments for March 2020 and the document was duly signed by 2 Councillors.	
291.5	Reconciliation of invoices against cheques and ledger for February 2020 Councillors reconciled the invoices against the ledger and initialled the invoices and ledger accordingly.	
291.6	To consider performance against the 2019/20 budget to date Councillors noted performance against the 2019/20 budget.	
291.7	To consider repair of permissive footpath Cllrs were advised that quotes have not been received to date. This item deferred the April PC meet.	Clerk
292	Policing	
292.1	Crime Figures Between 12:00pm on Friday 6th of March and 11:00am on Monday 9th of March in Ashford Road. Somebody broke into a residential property. Property taken includes two wood burning stoves. Cllrs were advised that the PCSO had emailed the Clerk to say that she still had not heard from the Olympia Boxing club re the funding and the venue. In addition, she will be monitoring speeding again in the next couple of months on Chartway street and Broomfield Road if she can find an adequate assessed safe area to monitor. She is hoping to target some of her time on any issues that the Parish council feel would be beneficial and is hoping to have a bike marking event if she can source some safety and security pieces of equipment.	
293	Feedback from Coffee Morning – Cllr HOY	
293.1	To receive feedback from the monthly coffee morning held on 07.03.20 Cllr Hoy advised that concerns were raised re the Potholes in Park Barn Road and the fact that Sutton Valence Parish' precept is less than ours.	
294	Reports	
294.1	Dynamic Councillor Training, 07.03.20 -Cllrs, Hubbard, Parker and Pink Cllrs were advised that this was a useful meeting. There were about 30 attendees and it was a good opportunity to meet fellow Cllrs.	
294.2	Village Hall Committee Meeting – Cllr Hubbard Cllr Hubbard advised that there was nothing to report.	
295	Parish Events	
295.1	To receive an update on the progress of Parish Events in 2020 Party in the Park – Cllrs agreed this should continue but may need to be cancelled in due course as a result of Coronavirus Signed _____	

295.2	VE Day Party – this has been cancelled as a result of Coronavirus	
296	Grants	
296.1	To resolve to adopt the amended Grants Policy Cllr were advised that the document had been amended as requested. Cllrs therefore resolved to adopt the Policy.	
296.2	To consider grant request from the Three Suttons Helpline Cllr were advised that the Three Suttons Helpline has been operating as a “good neighbour” scheme for about 20 years to make life easier for those needing to get to medical appointments, but who do not have their own transport or cannot easily be helped by family or friends and for whom public transport is infrequent and not a viable option. This scheme now arranges and gives over 400 lifts a year and covers the villages and surgeries in Sutton Valence, Chart Sutton, East Sutton, Kingswood and Langley. They have requested a donation of £50 which would go towards covering the yearly expenses of insurance at about £180, telephone calls of about £150 and printing and other costs of about £30 per year. Following discussion Cllrs resolved that they be granted £150 as they are likely to be busier as a result of the coronavirus. Clerk to advise accordingly.	Clerk/RFO
296.3	To consider grant request from the Kingswood Baby and Toddler Group Following discussion Cllrs resolved that the Kingswood Baby and Toddler Group be awarded a grant of £50.	Clerk/RFO
297	Sports Field	
297.1	To consider the quotes provided from Maria Cook for the annual inspection of the sports field Cllrs were advised that the Clerk had received 2 quotes. A third quote had been requested but not received. Following discussion Cllrs resolved to ask Playing Inspections to undertake the annual inspection. Clerk to advise accordingly	Clerk
297.2	To consider discussions re the Sports Field fence with owner of the adjacent land Cllr Davies advised Cllrs on his meeting with the landowner. The landowner has advised that the best fencing would be a welded steel fence as this is more difficult to climb over. A relevant copy of the deed has been ordered which should show whose boundary it is. Following discussion Cllrs agreed that a new fence was needed. Clerk to look into the costs and type of fencing available.	Clerk
298	Community Building Working Group	
298.1	To finalise arrangements for the Consultation morning, 21.03.20 Cllr were advised that pre-planning advice has been sought but the report had not been received in time for this meeting. Clerk to chase this. Following discussion Cllrs resolved to cancel the consultation in view of the coronavirus outbreak and then reschedule it once the virus is over. Clerk to action.	Clerk Clerk
299	Monthly Coffee Morning	
299.1	Councillors to agree which coffee mornings they will attend This item was deferred until the coronavirus has passed.	Clerk
300	Training for Councillors and Staff	
300.1	To consider training available for Councillors and Staff Cllr resolved that the RFO and Clerk should attend the Audit Workshop on 8 April 2020	Clerk/RFO
301	Parish Council Action Plan Update	
301.1	To receive an update on progress of the Parish Council's 2020 Action Plan Cllrs were advised that the two outstanding current actions were: - All Cllrs to ensure they use their Band K email address and that they access the OneDrive. Cllrs were advised that Cllr Pink has agreed to take this forward - A tree survey to be undertaken and a report written. Cllrs advised that this was undertaken by Tree Cycle Tree Care. Clerk to contact. Signed _____	Cllr Pink Clerk

302	APM/APCM	
302.1	To agree date and format of the APM/APCM. Cllrs agreed this should take place on 18 May and follow the same format as last year with the APM and APCM taking place on the same day.	Clerk
303	Any other information	
303.1	Charles Arnold Baker Cllrs were advised that a new edition of Charles Arnold Baker was now available. Cllrs agreed that this could be purchased. The decision to be ratified at the next Parish Council Meeting.	Clerk
303.2	Nuisance Bikes Cllrs were advised that the Clerk had received complaints re nuisance scrambler bikes in the woods and along the cut between Laurel Grove and Broomfield Road. The PCSO was alerted and she has now had serious words with the suspects.	
303.3	Air Ambulance Grant request Cllrs were advised that the Air Ambulance has written requesting a grant of £250. Following discussion Cllrs agreed that they should be asked to complete the Grant Application Form and that this should be discussed at the next Parish Council meeting following receipt of the completed form. Clerk to action.	Clerk
303.4	Co-option of Ken Pattison Councillors voted unanimously to co-opt Ken Pattison onto the Parish Council. Clerk to advise MBC accordingly	Clerk
303.5	Village Hall Concern were raised regarding the liability of Councillors as trustees of the Village Hall by virtue of being members of the Parish Council. In view of the current virus situation, this discussion was deferred.	
303.6	Councillors emails Cllrs were urged to check their emails on a regular basis and to respond if the emails are marked as urgent, important or for action.	
303.7	Action the Parish Council can take re the coronavirus Following discussion, it was agreed that the Parish Council would put residents in need of help in touch with those that can offer help. Cllrs agreed to distribute a form to every household in the village. The Clerk would then maintain a log and put people in need in touch with those that can help.	Cllrs/Clerk
303.8	April Parish Council meeting Following discussion, it was agreed that the April Parish Council meeting would be cancelled.	
304	Items for next agenda <ul style="list-style-type: none"> Website 	
305	Parish Council Meetings The next meeting of the Parish Council to take place on a date to be advised in view of the Coronavirus. There was no further business, Cllr Clark closed the meeting at 21:30 Signed _____	