



Broomfield and Kingswood Parish Council

<http://www.broomfieldandkingswood-pc.org.uk/>



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 October 2025

Present at meeting: Cllr Gareth Davies (Chairman), Cllr Linda Blainey, Cllr Robert Mercer and Cllr Malcolm Clarke

Hayley Roberts - Parish Clerk/RFO

Cllr Gill Fort - MBC

Cllr Sarah Emberson - KCC

There was two members of the public present.

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

Cllr Davies opened the meeting at 7:30pm

Min No	Item	Action
450. 450.1 450.2 450.3	To receive and approve apologies for absence Cllr Tina Clark – holiday Cllr Daren Moss – other commitment Cllr Chris Pink – illness	
451. 451.1 451.2 451.3	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	
452.	To appoint a Chairman for the meeting in the absence of Chairman Cllr Clark Vice Chairman Cllr Davies was present and Cllrs resolved that he should be Chairman for the meeting.	
453.	Welcome by the Parish Council Chairman, Cllr Gareth Davies	
454. 454.1 454.2	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Cllr Gill Fort Local Government Reorganisation – still ongoing, the deadline for proposal submissions is the 28 th of November. Gypsy and Traveller Consultation – the consultation has been passed and they are now looking into preferred sites. The sites will go to consultation on the 28 th of November and I would encourage everyone to have their say. The sites will be part of the local plan and the aim is for 760 pitches by 2040. There are two proposed sites located in the Leeds Ward; one in Langley near Leeds Road/Green Lane for twenty pitches and the second in Kingswood near Chartway Street and Pitt Road, there is no specified number of pitches. Cllr Fort will keep us updated on the consultation. Drop in surgery – Cllr Fort and Cllr Cooke will be holding a drop in surgery for residents on the 15 th of November 10am – 11.30am at Ledian Gardens. Everyone welcome. Kent County Council – County Councillor – Cllr Sarah Emberson Local Government Reform – Reform oppose the proposals and are working on their own proposal for Kent. The name of the proposal is One A and includes keeping an overarching Council with three assemblies underneath. It is important that residents have their say using the following survey https://letstalk.kent.gov.uk/local-government-reorganisation Eurostar – KCC are working on growing Kent by bringing back the Eurostar to Ashford. More details to follow once available.	

Signed _____

	Climate Emergency Fund/Net Zero – the new KCC administration have rescinded the Climate Emergency Fund and saved the County around £40 million. KCC alone will not make a difference in the grand scheme of things and KCC want to be pragmatic and sensible with tax payers money and feel that the funds can be better spent elsewhere.	
	7.45pm Cllr Fort left the meeting	
455.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 15th September 2025 The above minutes were approved as a true copy and duly signed by Cllr Davies.	
456.	Planning Applications Application Ref: 25/503878/FULL Proposal: Erection of single storey side extension with front canopy. Address: Selangor 24 Charlesford Avenue Kingswood Kent ME17 3PE After due consideration Cllrs had no objections to this application.	
457.	Ratification of Planning consultation applications decided by email using Delegation Powers re Planning (Minute No 19/101.1) Delegation; Application Ref: 25/503689/LBC Proposal: Listed Building Consent for internal and external alterations including enlargement of roof space, insertion of solar panels, replacement windows and doors and changes to fenestration to allow for the conversion of an existing outbuilding into residential annexe (ancillary to the main dwelling) and siting of two mobile homes as temporary accommodation (Re-submission of 25/502053/LBC) Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ Cllrs ratified email decision that they had no objections to this application.	
	8pm one member of the public left the meeting.	
458.	Planning Outcomes (for report only) One application has changed since the last PC meet: Application Ref: 25/502137/FULL Proposal: Demolition of existing conservatory, porch and garage. Erection of porch, single-storey side extension, changes to fenestration and associated landscaping. Address: 1 The Waldens Kingswood Kent ME17 3QG Decision: Application permitted 16.09.25	
459.	Actions & Outcomes (for report only) All action updates are being dealt with within the agenda.	
460.	Finances and Payment of Accounts	
460.1	Bank reconciliation August 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Mercer and RFO.	
460.2	Responsible Finance Officer's report August 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clarke and Cllr Davies.	
460.3	To approve the schedule of payments for September 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and Cllr Clarke.	
460.4	To ratify payments already made in August 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clarke and Cllr Davies.	
460.5	Reconciliation of invoices against cheques and ledger for August 2025 Councillors reconciled the invoices against the ledger, Cllr Clarke and Cllr Blainey initialled the invoices and ledger accordingly.	
460.6	To consider the year end performance against the 2024/25 budget Cllrs considered the budget performance for 2025/26 so far.	
461.	Sports Field	
461.1	Review of the month's Sports Field Inspection Sheets No issues to report at the Sports Field. The Village planters have had new plants planted and someone has stolen some plants. Cllrs resolved that this needs reporting to the Police as this is approximately the fourth time that plants have been stolen. Clerk to action.	Clerk
	Signed _____	

461.2	To consider quotations for car park extension and resolve how to proceed Cllrs considered quotations and resolved to put this on the agenda for the November meeting due to the absence of three Councillors.	
461.3	To resolve to purchase bin for Sports Field Cllrs reviewed recommendations for a bin and resolved to purchase 112 litre steel bin. Clerk to arrange.	Clerk
462.	Policing	
462.1	Crime Figures No new crime updates are shown.	
462.2	Clerk met with PC Phillips and the neighbourhood watch co-ordinator, Clerk updated Cllrs. Cllrs discussed and advised that the scheme did work well in the past, Cllrs resolved that an application for a neighbourhood watch scheme should be made. Clerk to action.	Clerk
463.	To consider and approve the External Auditor Report and Certificate 2024/2025 Cllrs considered and approved the External Auditor Report and Certificate 2024/25. No comments have been made by the External Auditor. Clerk advised that the notice of conclusion of audit has been posted on the website and notice boards.	
464.	To resolve whether to proceed with the purchase of one or two wreaths for Remembrance Day Cllrs discussed and resolved that two wreaths should be purchased with a donation of £100 for both wreaths to be made. Clerk to action.	Clerk
465.	Feedback from the Maidstone KALC Meeting on Monday 28 July 2025 Minutes circulated prior to the meeting and discussed within the meeting.	
466.	To discuss converting the Parish Council website to .gov.uk Due to the absence of Cllr Pink and Cllr Moss this item is being moved to the November meeting.	
467.	To provide feedback from Parish bus meeting re the number 59 service Clerk met with other parishes and an application is being made to KCC for a Community Transport Grant to ensure the once a week service can continue. Contact has been made with Cllr Emberson who would like to be involved.	
468.	To provide feedback from Annual Finance Conference Clerk attended and provided feedback to Cllrs. Local Government Reorganisation was discussed, things are changing daily and the deadline for proposal submissions is the end of November.	
469.	To provide feedback from KCC Highways and Transportation Parish Seminar 2025 Clerk attended and provided feedback to Cllrs. A few usual tools were explained such as the Parish Portal, KALC Highways and Transport Hub and a new online fault reporting tool has been launched by KCC. Bus service funding was discussed and Clerk has contacted a member of the KCC team regarding our bus service.	
470.	Residents' concerns Roadwork signs – signs are misleading and being left long before and after works. Cllrs agreed it is an ongoing issue. Cllr Emberson agreed to look into the concerns.	
471.	Any other information Please see below 'engagement/consultation' survey regarding Local Government Reorganisation. It should only take five minutes to complete but it is important for everyone to have their say! The closing date is 26 October. https://letstalk.kent.gov.uk/local-government-reorganisation	
448.	Items for next agenda To discuss converting the Parish Council website to .gov.uk To consider quotations for car park extension and resolve how to proceed	
449.	Parish Council Meeting The next meeting of the Parish Council is scheduled for Monday 17th November 2025. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm. Cllr Davies closed the meeting at 8.35pm.	Amendment
	Signed _____	

