



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the Annual Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 19 May 2025

Present at meeting: Cllr Tina Clark (Chairman), Cllr Daren Moss, Cllr Malcolm Clarke, Cllr Linda Blainey and Cllr Robert Mercer

Hayley Roberts - Parish Clerk/RFO

Cllr Gill Fort – MBC

Cllr Sarah Emberson - KCC

There were seven 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 7:31pm

Min No	Item	Action
346.	Election of Chairman (2025/26)	
346.1	To receive and consider nominations for Chairman Cllr Clarke proposed Tina Clark be elected as Chairman and this was seconded by Cllr Moss and agreed unanimously. Cllr Clark accepted the nomination.	
346.2	Elected Chairman to sign Declaration of Acceptance of Office Cllr Clark signed the Declaration of Acceptance of Office.	
347.	Election of Vice Chairman (2025/26)	
347.1	To receive and consider nominations for Vice Chairman Cllr Moss proposed Gareth Davies be elected as Vice Chairman and this was seconded by Cllr Blainey and agreed unanimously. Cllr Davies not present therefore acceptance to be obtained at next meeting.	
347.2	Elected Vice Chairman to sign Declaration of Acceptance of Office Cllr Davies to sign Declaration of Acceptance of Office at next meeting.	
348.	To receive and approve apologies for absence	
348.1	Cllr Gareth Davies – holiday	
348.2	Cllr Chris Pink – work commitments	
349.	To receive the Declaration of Acceptance of Office for Elected Councillors. Declaration of Acceptance of Office forms received by Clerk for Elected Councillors.	
350.	Councillors Declarations of interest in items on the agenda	
350.1	Lobbying - None	
350.2	Personal Interest - None	
350.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
351.	Welcome by the Parish Council Chairman	
352.	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor It has been quite a quiet month due to the KCC elections. The new Mayor Martin Round was elected on Saturday. If you have any issues or queries please do contact me and I am happy to help.	
353.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 7 April 2025. The above minutes were approved as a true copy and duly signed by Cllr Clark. <p style="text-align: right;">Signed _____</p>	

354.	<p>Declarations of Interest To receive Declarations of Interest forms from Elected Councillors. Clerk confirmed that no changes have been made since the forms were signed after the election and co-option. No new forms required.</p>	
355.	<p>For members to confirm in writing that they agree to receive ALL communications electronically during their period of office Cllrs noted the recommended measures to ensure compliance with GDPR. Cllrs completed and signed forms thereby giving their consent to receive information from Councillors and the Clerk via email. The forms were handed to the Clerk to be retained on file. Cllrs resolved that Cllr Davies and Cllr Pink can sign the form outside the meeting. Clerk to action.</p>	Clerk
356. 356.1 356.2	<p>Planning Applications The following Planning Applications to be considered and resolved: Application No: 25/501720/TPOA Proposal: TPO application to repollard one Sweet Chestnut (T1) on rear boundary - Current dimensions Height 15m Radius 3m, Final dimensions Height 9m, Radius 0m. Cut back to boundary one Sweet Chestnut (T2) overhanging from neighbouring property, reducing overhanging SW crown from 7m to 3m. Address: 7 Thorneycroft Close Kingswood Kent ME17 3BF After due consideration Cllrs resolved to object to this application.</p> <p>Application No: 25/501704/FULL Proposal: Change of use of land to use as residential caravan site for one gypsy family, including stationing of mobile home for residential purposes, together with erection of summerhouse and fencing (Retrospective). Address: Orchard Farm Nursery Chartway Street Sutton Valence Kent ME17 3JB After due consideration Cllrs resolved to object to this application.</p>	
357	<p>Planning Outcomes (for report only) No applications have been decided since the last meeting.</p>	
358. 358.1 358.2 358.3	<p>Actions & Outcomes (for report only) Cllrs reviewed and discussed actions and outcomes;</p> <ul style="list-style-type: none"> • The Nationwide transfer to the Councils Unity Trust Bank is now complete. • Nationwide and Unity Trust Bank forms to be signed re adding signatories. • Signatories have been removed from Nationwide and Unity Trust Bank. 	
359. 359.1 359.2	<p>Staff Committee Staff Committee Report Cllr Davies was not present at the meeting, it was agreed to defer this item until the June meeting.</p> <p>To agree committee terms of reference and scheme of delegation Cllr Davies was not present at the meeting, it was agreed to defer this item until the June meeting.</p>	
360. 360.1 360.2	<p>Committee and Working Group Structure for 2025/26 To appoint membership and substitutes of committees and working groups for 2025/26 Cllrs unanimously agreed to membership of the following committees; Staffing Committee – Cllr Davies, Cllr Moss and Cllr Mercer to be a reserve Joint Village Hall Project Committee – Cllr Clark and Cllr Clarke</p>	
361.	<p>Delegation Powers re Planning (Minute No 19/101.1) Delegation To resolve to adopt Circulated prior to meeting and following discussion Cllrs resolved to duly adopt delegation powers re planning (Minute No 19/101.1) Delegation. Signed by Cllr Clark.</p>	
362. 362.1 362.2	<p>To review the following for adoption: Standing Orders Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the Standing Orders. Duly adopted and signed by Cllr Clark.</p> <p>Financial Regulations Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the Financial Regulations. Duly adopted and signed by Cllr Clark and Clerk/RFO.</p> <p style="text-align: right;">Signed _____</p>	

362.3	Risk assessment risk matrix 2025 Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the risk assessment risk matrix 2025. Duly adopted and signed by Cllr Clark.	
363.	Election of Representatives to Other Bodies and arrangements for reporting back on meetings Following discussion, Cllrs agreed to be named representatives for the following;	
363.1	Kent Association of Local Councils Maidstone Area Committee – Cllr Clark	
363.2	Cluster Meetings with Kent Police- Cllr Davies	
363.3	Coordinated Parish Traffic Group – Cllr Clarke	
363.4	Village Hall Committee – Cllr Clark	
363.5	To review reporting arrangements back to full Council Following consideration Cllrs agreed to report back to full Council verbally at meetings.	
364.	To review and resolve the following;	
364.1	Asset Register Circulated prior to the meeting Following discussion Cllrs resolved to accept it.	
364.2	Draft schedule of future meeting dates Circulated prior to the meeting Following discussion Cllrs agreed to meeting on the 3 rd Monday of each month. The 1 st Monday is to be reserved for planning with prior notice to the Bird Watching Group who currently use this slot as agreed by Councillors.	
365.	To review and approve the following policies	
365.1	Complaints Procedure Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
365.2	Equality and Diversity Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
365.3	Data Privacy Notice Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
365.4	Laptop Computer Policy issue 1 Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
365.5	Data Retention Policy issue 1.1 Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
365.6	GDPR Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.	
366.	Finances and Payment of Accounts	
366.1	Bank reconciliation – April 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clarke and RFO.	
366.2	Responsible Finance Officer's report April 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Blainey and Cllr Mercer.	
366.3	To approve the schedule of payments for May 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and Cllr Moss.	
366.4	To ratify payments already made in April 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Mercer and Cllr Blainey.	
	Signed _____	

366.5	Reconciliation of invoices against cheques and ledger for April 2025 Councillors reconciled the invoices against the ledger, Cllr Moss and Cllr Clarke initialled the invoices and ledger accordingly.	
366.6	To consider performance against the 2025/26 budget Cllrs considered the budget performance for 2025/26 so far.	
367.	To review the effectiveness of the system of Internal Control Cllrs considered and approved the Statement of Internal Control for the year ending 31 March 2025. Cllr Clark and Clerk signed the Statement.	
368.	Approval of Annual Governance and Accountability Return (AGAR)	
368.1	To review and note the Annual Internal Audit Report dated 25 April 2025 Circulated prior to meeting. Cllrs discussed and resolved to accept the internal audit. Comments noted.	
368.2	To approve the Annual Governance Statement for 2024-25, Section 1 of the AGAR for the year ending 31 March 2025. Section 1 The Annual Governance Statement for 2024/25 was considered and approved by Cllrs. Duly signed by Cllr Clark and the Clerk.	
368.3	To approve the Accounting Statements for 2024-25, Section 2 of the AGAR for the year ending 31 March 2025, the supporting Bank Reconciliation as at 31 March 2025 and the explanation of the significant variations from last year (2023-24) to this year (2024-25). Section 2 The Accounting Statements for 2024/25 and supporting documents was considered. and approved by Cllrs and signed by Cllr Clark. RFO had signed prior to the meeting.	
368.4	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 Tuesday 3rd June 2025 until Monday 14 th July 2024.	
369.	Sports Field	
369.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed, nothing new to note.	
369.2	To discuss the bins at the Sports Field and resolve how to proceed Clerk advised that we are having an issue with the waste at the Sports Field; rats are attacking bin bags. Cllr Fort is going to take this up with MBC to see if a different or bigger bin can be provided in place of the current MBC bin. Cllr Fort is also going to have the glass from the litter pick collected as despite it being reported by the Clerk it has not been collected by MBC.	
369.3	To discuss the CCTV quotation and resolve how to proceed Quotation for additional camera, security bolts and to take down old CCTV cameras and pole reviewed. Cllrs resolved to proceed, Clerk to arrange.	Clerk
369.4	To consider the MBC Smoke Free Spaces initiative Cllrs considered and resolved to proceed with two professional outdoor signs at the Sports Field for use in the play area and Scout Hut area. Clerk to arrange.	Clerk
369.5	To discuss the pirate ship and resolve how to proceed Cllrs reviewed three quotations and resolved to proceed with the quotation for a Merry Meet Lite from Playdale in the colour purple at a cost of £20,043.45. Clerk to arrange 50% deposit and installation ASAP.	Clerk
370.	Policing Crime Figures No new reported items. It was noted that there was no reference to the Dog Attack episode by the Police although it had been reported and they had attended; video evidence had also been presented.	AMENDMENT
371.	To receive an update on the Joint Village Hall Project This is progressing however we are still awaiting the estimation for the cost of the project. The Parish Council are still looking into grants available for the project.	
372.	To consider correspondence from iTrust and resolve how to proceed Cllrs considered and resolved not to proceed.	
373.	Feedback from the Cluster Meeting held on the 8th April 2025 Cllr Davies attended and provided written feedback. Cllr Davies raised the issues faced by the	

	Parish including nuisance bikes and anti social behaviour. Signed _____	
374.	Feedback from the Nuts and Bolts of Parish Councils training held on the 18th April 2025 Cllr Mercer and Cllr Blainey attended and provided feedback. They advised that it was useful as new Cllrs to attend the training.	
375.	To consider correspondence in relation to the Maidstone Borough Council Rural Exceptions Site Initiative Cllrs considered and resolved not to proceed.	
376.	To consider the placement of benches around the Parish Cllr Mercer has provided some ideas of where a bench could be placed around the village. Clerk to research and report back with costings and a suitable location from those seen.	Clerk
377. 377.1	Residents' Concerns Dog attacks – residents have shown great concern regarding a number of reported dog attacks in the Parish. Cllrs discussed and the decision was made to arrange a meeting between PC Phillips and Councillors to discuss this issue further. Cllr. Clarke requested that, prior to any discussions with PC Philips or any other member of the police, that a confidential meeting of Councillors be held to discuss and clarify our response. It was agreed that this would be an agenda item at the next PC meeting.	AMENDMENT
377.2	Chartway Street Land – it has been reported that a number of trees have been removed on a piece of land in Chartway Street without the necessary permissions. The Clerk has been made aware that this is being investigated by the Forestry Commission and the Parish Council are taking this up with MBC Planning Department for more information.	
377.3	Overgrown Hedges – Cllrs wish to remind residents to ensure their hedges and gardens are not overgrown and obstructing footpaths please.	
378. 378.1	Any Other Information Headcorn Neighbourhood Plan update - Under Regulation 18 of the Neighbourhood Planning (General) Regulations 2012 (as amended), Maidstone Borough Council has now published the Decision Statement and the Examiner's Report following the independent examination of the Headcorn Neighbourhood Plan. https://localplan.maidstone.gov.uk/home/neighbourhood-planning/headcorn-neighbourhood-plan Maidstone Borough Council accepts the examiner's recommendations and intends to proceed to referendum. For further information, please contact: neighbourhoodplanning@maidstone.gov.uk	
378.2	Heathlands Garden Settlement – MBC are surveying residents and businesses to share their ideas about the development. https://LetsTalkMaidstone.uk.engagementhq.com/heathlands-garden-community-informal-may2025 The survey runs from Saturday 10 May to Sunday 25 May 2025.	
344. 344.1	Items for next agenda for Parish Council Meeting June 2025 Staff Committee Report	
344.2	To agree committee terms of reference and scheme of delegation	
345.	Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2026, date to be confirmed. Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 16 June 2025. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood at 7.30pm. Cllr Clark closed the meeting at 8.07pm Signed _____	