



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 19 August 2024

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Simon Pearce, Cllr Malcolm Clarke and Cllr Daren Moss.

Hayley Roberts - Parish Clerk/RFO

There were no 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
169.	To receive and approve apologies for absence Cllr Chris Pink – work commitments	
170. 170.1 170.2 170.3	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	
171.	Welcome by the Parish Council Chairman, Cllr Tina Clark	
172.	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort – not present	
173.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 15th July 2024 The above minutes were approved as a true copy and duly signed by Cllr Clark.	
174.	Planning Applications Application Reference: 24/503137/TPOA Proposal: Tree Preservation Order application: T1 Yew - Reduce height by up to 1.5meters leaving a residual height of 3m. Reduce spread by 0m, leaving a residual spread of 2m. G1 Spruce and 2 conifers, Spruce - Reduce height by 1.5m leaving a residual height of 5.5m. Reduce spread by 0.25m leaving a residual spread of 2.25m and prune to a more cone shape. Trim both conifers hard but keeping green foliage all round. T2 Mullberry - Reduce in height by up to 1.5m to leave a residual height of 4m. Reduce spread by up to 2m to leave a residual spread of 3.5m to create more compact crown. Crown thin by up to 20% to remove some of the density. Lift canopy to 2m from ground level and remove deadwood. G2 Hollies and Oak Hollies - Prune and Trim back by 1.5m to leave a residual height of 4.5m. Reduce spread down by 1.5m to leave a residual spread 3m. Oak - No reduction in height. Reduce spread by up to 1m leaving a residual spread of 3m. Lift by 1m branches hanging over the top of the holly's to prune back in line by approximately 1.5m. Location: Kingsbroom Broomfield Road Kingswood Kent ME17 3NY After due consideration Cllrs had no objections to this application.	
175. 175.1	Planning Outcomes (for report only) Four applications have been updated since the last PC meet: Application Ref: 24/502454/FULL Address: Land Adjoining Little Chippings Lenham Road Kingswood Kent ME17 1LZ Proposal: Erection of a self-build two bedroom detached chalet bungalow with associated off street parking MBC Decision: Application Refused 13.08.24	
	Signed _____	

175.2	Application Ref: 24/502132/TPOA Address: Kingsway Cottage Lenham Road Kingswood Kent ME17 1LZ Proposal: Tree Preservation Order Application: Trim overhanging branches of 4 trees from the woodland adjoining the side and rear of the house back between 1.5m and 2m to the boundary. MBC Decision: Application Permitted 31.07.24	
175.3	Application Ref: 24/502065/FULL Address: Dunrovin 17 Charlesford Avenue Kingswood Maidstone Kent ME17 3PE Proposal: Erection of a rear garden room. MBC Decision: Application Permitted 24.07.24	
175.4	Application Ref: 24/502259/FULL Address: Hayden House Chartway Street Sutton Valence Maidstone Kent ME17 3HZ Proposal: Erection of a single storey rear extension. MBC Decision: Application Permitted 31.07.24	
176.	Actions & Outcomes (for report only) Cllrs reviewed and discussed actions and outcomes...	
176.1	- Storage Unit container – await quotation from one more company before decision can be made.	
176.2	- Paul Beaney has met with Clerk to discuss repairs as per the playground annual inspection and is making his way through the list. Clerk has ordered quotations for some parts required.	
176.3	- Await date for permissive footpath clearance and inspection.	
177.	Finances and Payment of Accounts	
177.1	Bank reconciliation July 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Moss and RFO.	
177.2	Responsible Finance Officer's report July 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Clark and Cllr Clarke.	
177.3	To approve the schedule of payments for August 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Pearce.	
177.4	To ratify payments already made in July 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Clark and Cllr Clarke.	
177.5	Reconciliation of invoices against cheques and ledger for July 2024 Cllrs reconciled the invoices against the ledger and Cllr Pearce initialled the invoices and ledger accordingly.	
177.6	To consider performance against the 2024/25 budget Circulated prior to meeting. Clerk reviewed budget for the year 2024/25 so far.	
178.	Sports Field	
178.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed the inspection sheets.	
178.2	To review annual playground inspection quotations and resolve to purchase items required for repairs Cllrs reviewed quotations and resolved to proceed with the gym equipment buffers and basket swing replacement chain (Clerk to query disposal fee). Quotation was not received for the replacement steering wheel, Parish Clerk to chase.	Clerk
179.	Policing	
179.1	Crime Figures Between 23:30 on Tuesday 16th of July and 07:00 on Wednesday 17th of July in Ivy Close. Somebody broke into a garage at a residential property. Two off-road bikes were stolen, but one has been recovered. Crime Report No. 46/119088/24 - Posted 19/07/2024	
179.2	Between 18:00 on Wednesday 17th of July and 07:30 on Thursday 18th of July in Charlesford Avenue. Somebody smashed a window of a Ford Focus Sport parked in the road. Crime Report No. 46/121360/24 - Posted 25/07/2024	
	Signed _____	

180.	To receive an update on UK2 and email issue Clerk advised that there was an issue with the email system due to a problem with the transfer of the domain. UK2 domain renewed at a cost of £17.63 per month. This will be cancelled once the transfer is complete in 45 days. Cllr Pink to action.	Cllr Pink
181.	To discuss Annual Clerks Conference and Annual Finance Conference and resolve whether the Clerk should attend Cllrs discussed and resolved that the Parish Clerk should attend the Annual Clerks Conference and Annual Finance Conference at a cost of £70 plus VAT each. Clerk to book.	Clerk
182.	To receive an update on the Joint Village Hall Project Still awaiting provisional plans to enable construction companies to be approached.	
183.	To discuss the possibility of installing a bleed/Stab kit at all defibrillator locations Clerk researched the possibility of installing bleed/stab kits and after contacting various companies Cllrs resolved, as per advice, not to proceed.	
184.	To discuss the cracked Broomfield village sign Clerk advised of details and quotation for repair. After due consideration and due to the crack being on the back of the sign facing a field Cllrs resolved to monitor this crack and repair in the future if necessary.	
185.	To receive an update on the Village Fete Clerk and Cllr Clark updated Cllrs; entries for the art exhibition and baking competition are being received. There are more spaces and if you are interested in either of these please contact Hayley, Parish Clerk. Cllrs agreed expenditure for the Orchestra, Samba Band, hall hire and subsidised food from the event budget.	
186.	To receive feedback from KALC meeting Cllr Clerk provided feedback from the meeting and the minutes were circulated prior to the meeting. Clerk to look into Strategic Playground Grants.	Clerk
187.	To review safety sign designs and resolve how to proceed Designs now received from the local Primary School and Scout Group. Clerk to speak to Speedwatch about designs and proceed from there.	Clerk
188.	Residents' concerns Motorbikes/quad bikes – these are still an issue around the village and woods. Please report all sightings to the police so that they can build up a picture and take the appropriate action.	
189.	Any other information	
189.1	Broomfield Road water leak – the Parish Clerk has met with KCC and South East Water. Repairs will be completed once a road closure permit has been issued. It appears to be a combination of a blocked gully and a water leak, more will be known once investigations have taken place. Clerk will also contact County Cllr Shellina Prendergast re the issues.	
189.2	Broomfield Road overgrown vegetation – the Parish Clerk has reported the overgrown hedges and trees to KCC.	
189.3	A First Aid Course has been arranged for the 23 rd of November 2024. It is an all day course and will cover CPR and defibrillator training amongst other things. If you are interested in attending please contact Hayley, the Parish Clerk to secure your place at a cost of £10.	
189.4	The next Pop Up Café is on Thursday the 29 th of August 2024.	
167.	Items for next agenda	
167.1	To receive an update on the Joint Village Hall Project	
167.2	Emergency Plan	
167.3	To receive an update on the Village Fete	
168.	Parish Council Meetings The next meetings of the Parish Council are scheduled for Monday 16th September 2024. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm. Cllr Clark closed the meeting at 8.18pm	Signed _____