



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 18 May 2026

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 Sarah Emberson – KCC County Cllr

There were two 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
608.	Election of Chairman (2026/27)	
608.1	To receive and consider nominations for Chairman Cllr Moss proposed Tina Clark be elected as Chairman and this was seconded by Cllr Clarke and agreed unanimously. Cllr Clark accepted the nomination.	
608.2	Elected Chairman to sign Declaration of Acceptance of Office Cllr Clark signed the Declaration of Acceptance of Office.	
609.	Election of Vice Chairman (2026/27)	
609.1	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 was not present therefore acceptance to be obtained at next meeting.	
609.2	Elected Vice Chairman to sign Declaration of Acceptance of Office Cllr Davies to sign Declaration of Acceptance of Office at next meeting.	Cllr Davies
610.	Under Section 85 of the Local Government Act 1972, Cllr Pink ceased to hold office on 11th May 2026 due to non-attendance at meetings. The Council thanks him for his service and dedication and extends its best wishes.	
611.	To receive and approve apologies for absence Cllr Gareth Davies – no apologies received	
612.	To receive the Declaration of Acceptance of Office for Elected Councillors. Declaration of Acceptance of Office forms received by Clerk for Elected Councillors. Cllrs resolved that Cllr Davies can sign the form outside the meeting.	Cllr Davies
613.	Councillors Declarations of interest in items on the agenda	
613.1	Lobbying - None	
613.2	Personal Interest - None	
613.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
614.	Welcome by the Parish Council Chairman	
615.	Reports from Representatives of Outside Bodies	
615.1	Maidstone Borough Council – Ward Councillor – Gill Fort	
	Signed _____	

615.2	<p>Kent County Council – County Councillor – Sarah Emberson Annual Report - May 2026 – read by Parish Clerk due to late arrival of Cllr Emberson It's hard to believe that a year has passed since last May, when Reform UK took control of Kent County Council and I was elected as your KCC councillor. As such, I 'd like to give you some insight on the things I've been doing and talk about the achievements of the administration. Those first weeks were very intense. We undertook extensive inductions and training before moving onto committee work. Many of us were new to local government, so it was important to understand both the responsibilities and the constraints we work under. I now sit on several key committees covering the Kent Pension Fund to Local Government Reorganisation, but my main focus is making sure local voices are heard.</p> <p>Working with parish councils is a vital part of that. In my division alone there are 17 parish councils, and I attend their meetings regularly. As KCC is the highways authority, highways issues understandably dominate many discussions — from potholes and drainage to speeding and signage. My role is to act as a bridge between parish councils / communities and KCC officers, helping ensure the Local Highways Improvement Plans are progressed wherever possible, while being honest about budgets and timescales.</p> <p>With roads and safety in mind, not long after being appointed, I attended a Kent Police Speedwatch seminar to learn about the scheme and be able to support the volunteers who give up their time to help slow traffic in our communities. I believe their contribution is invaluable. I've met many societies, clubs and headteachers and through the Member Community Grant scheme, I've been able to support local groups and schools. We are so lucky to have so many clubs and volunteers in Kent.</p> <p>At a county level, the new administration inherited a very challenging financial position — with high levels of debt £734m, services under threat and significant savings were required. During our period in office, we reduced debt by £114million, reducing our debt interest by £3362 per day and delivered £115 million in savings, helping stabilise the council's finances while protecting essential services and in February we announced a reduced council tax levy of 3.99% - a rate lower than 86% of County, Metropolitan and Unitary Councils in England. We have also managed to save, libraries, country parks, crossing staff, lolly pop ladies to you and I and community wardens which were all under threat when we came into office.</p> <p>Roads or should I say their deterioration have been a major priority. Just by way of an example, for the year ending Jan 2025 approx 2500 potholes were reported, to Jan 2026 this number had increased to 11,600. During the last year, a £67 million investment has gone into highways maintenance, one of the largest programmes of its kind. Around 50,000 potholes have been filled, along with extensive patching and resurfacing. There is a lot more to do and it must be appreciated that Kent has over 5,500 miles of roads and they've seen decades of under investment. While we cannot fix everything at once, safety critical works are prioritised. On May 1st, a new highways contract and budget went live. This will allow a more extensive programme of permanent repairs to move forward.</p> <p>We've also worked to reduce unnecessary bureaucracy, support local businesses - £55m more of contracts awarded and provided enhanced support for 500 Kent supplier companies, and ensure decisions are driven by value for money. We're leading a Kent focused response to Local Government Reorganisation — one that aims to protect local identity and ensure community engagement rather than remote decision making.</p> <p>I believe huge progress has been made in a very short time, but there is more to do. We will continue to protect your valued services, emphasise quality, spend money wisely and put Kent residents first.</p> <p>I remain committed to working closely with parish councils, community groups listening to your concerns, and making sure your voices continue to shape decisions at County Hall.</p>	
616.	<p>To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 20th April 2026 The above minutes were approved as a true copy and duly signed by Cllr Clark.</p>	
617.	<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 can sign the form outside the meeting.</p>	Cllr Davies
618. 618.1	<p>Planning Applications The following Planning Applications to be considered and resolved: Application Ref: 26/501474/TPOA Proposal: TPO application to reduce crown of group of overhanging trees (G1) back to the boundary. Address: Dunrovin 17 Charlesford Avenue Kingswood Kent ME173PE After due consideration Cllrs resolved they had no objections to this application.</p> <p style="text-align: right;">Signed _____</p>	

618.2	<p>Application Ref: 26/501566/FULL Proposal: Proposed hard landscaping to facilitate parking, insertion of a dropped kerb and access to property. Address: Dunrovin 17 Charlesford Avenue Kingswood Kent ME17 3PE After due consideration Cllrs resolved they had no objections to this application.</p>	
619.	<p>Planning Outcomes (for report only) One application has changed since the last PC meet:</p> <p>Application Ref: 26/501014/FULL Address: Bramley Acres Gravelly Bottom Road Kingswood Kent ME17 3NU Proposal: Demolition of outbuildings and erection of a single storey rear extension. MBC Decision: Application Permitted 11.05.26</p>	
620.	<p>Actions & Outcomes (for report only) Cllrs reviewed and discussed actions and outcomes; The Tom Hoy Award nominations have now been received, thank you to those that voted. All nominees have now been contacted, well done and thank you to every nominee. A panel of judges will review the nominations and the winners will be announced at the Annual Parish Meeting on Saturday the 23rd of May. 2pm at the Village Hall. All welcome!</p>	
621.	<p>Staff Committee</p> <p>621.1 Staff Committee Report Cllr Davies was not present at the meeting, it was agreed to defer this item until the June meeting.</p> <p>621.2 To agree committee terms of reference and scheme of delegation Circulated prior to meeting and following discussion Cllrs resolved to duly adopt. Signed by Cllr Clark.</p> <p>621.3 To appoint Staff Committee members for 2026/27 Cllr Davies, Cllr Moss and Cllr Mercer were appointed.</p>	
622.	<p>Election of Representatives to other bodies and arrangements for reporting back on meetings After due consideration the following Cllrs were elected to be representatives of the following;</p> <p>622.1 Kent Association of Local Councils Maidstone Area Committee - Cllr Clark 622.2 Cluster Meetings with Kent Police - Cllr Davies 622.3 Coordinated Parish Traffic Group - Cllr Clarke 622.4 Village Hall Committee - Cllr Clark</p> <p>622.5 To review reporting arrangements back to full Council Following consideration Cllrs agreed to report back to full Council verbally at meetings.</p>	
623.	<p>Delegation Powers re Planning Delegation To resolve to adopt Circulated prior to meeting and following discussion Cllrs resolved to duly adopt.. Signed by Cllr Clark.</p>	
624.	<p>To review the following for adoption:</p> <p>624.1 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>624.2 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>624.3 Risk assessment risk matrix 2026 Circulated prior to the meeting and following discussion at the meeting Cllrs all agreed the risk assessment risk matrix 2026. Duly adopted and signed by Cllr Clark.</p> <p>624.4 Asset Register 2026 Circulated prior to the meeting Following discussion Cllrs resolved to accept it.</p> <p>624.5 Draft schedule of future meeting dates 2026/27 Circulated prior to the meeting. Following discussion Cllrs agreed to meeting on the 3rd Monday of each month.</p> <p style="text-align: right;">Signed _____</p>	

<p>625.</p> <p>625.1</p> <p>625.2</p> <p>625.3</p> <p>625.4</p> <p>625.5</p> <p>625.6</p>	<p>To review and approve the following policies</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Laptop Computer Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.</p> <p>Data Retention Policy Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the policy. Signed by Cllr Clark.</p> <p>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.</p>	
<p>626.</p> <p>626.1</p> <p>626.2</p> <p>626.3</p> <p>626.4</p> <p>626.5</p> <p>626.6</p> <p>626.7</p> <p>626.8</p>	<p>Finances and Payment of Accounts</p> <p>Bank reconciliation April 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO.</p> <p>Responsible Finance Officer's report April 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Mercer.</p> <p>To approve the schedule of payments for May 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and Cllr Clarke.</p> <p>To ratify payments already made in April 2026 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Mercer and Cllr Blainey.</p> <p>Reconciliation of invoices against cheques and ledger for April 2026 Councillors reconciled the invoices against the ledger, Cllr Moss and Cllr Mercer initialled the invoices and ledger accordingly.</p> <p>To consider performance against the 2026/27 budget Cllrs considered the budget performance for 2025/26 so far.</p> <p>To consider donation to the Stroke Association charity Dave Hayward, a resident from Kingswood, recently took photos for our website and has previously taken event photos. Mr Hayward kindly said he wouldn't charge for this, instead he asked that a donation be made to the Stroke Association. Cllrs considered this request and resolved that a £200 donation would be made to the Stroke Association. Cllrs expressed their thanks to Dave Hayward. Clerk to action.</p> <p>To review insurance policy renewal and resolve how to proceed The Parish Council Insurance Policy is due for renewal, Cllrs chose to set up a three year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited. This means Cllrs committed to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire on 31/05/2027. The premium (including IPT and all fees) for the year will be: £1,468.03. Cllrs resolved to proceed.</p>	<p>Clerk</p>
<p>627.</p>	<p>To review the effectiveness of the system of Internal Control</p> <p>Cllrs considered and approved the Statement of Internal Control for the year ending 31 March 2026. Cllr Clark and Clerk signed the Statement.</p> <p style="text-align: right;">Signed _____</p>	

628.	Approval of Annual Governance and Accountability Return (AGAR)	
628.1	To review and note the Annual Internal Audit Report Circulated prior to meeting. Cllrs discussed and resolved to accept the internal audit. Comments noted.	
628.2	To approve the Annual Governance Statement for 2025-26, Section 1 of the AGAR for the year ending 31 March 2026. Section 1 The Annual Governance Statement for 2025/26 was considered and approved by Cllrs. Duly signed by Cllr Clark and the Clerk.	
628.3	To approve the Accounting Statements for 2025-26, Section 2 of the AGAR for the year ending 31 March 2026, the supporting Bank Reconciliation as at 31 March 2026 and the explanation of the significant variations from last year (2024-25) to this year (2025-26). Section 2 The Accounting Statements for 2025/26 and supporting documents was considered and approved by Cllrs and signed by Cllr Clark. RFO had signed prior to the meeting.	
628.4	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 Wednesday 3rd June 2026 until Tuesday 14 th July 2026.	
Cllr Emberson entered the meeting at 8.20pm		
629.	Sports Field	
629.1	Review of the month's Sports Field Inspection Sheets No issues to report although there have been motorbikes reported in the Sports Field. Cllrs remind residents that motorbikes are not to be ridden on the field.	
629.2	To review quotations for the annual tree inspection and resolve how to proceed Cllrs reviewed three quotations for the annual tree inspection and resolved to proceed with Arbtech. Clerk to arrange inspection date.	Clerk
630.	Policing Crime Figures Nothing new showing online. The Parish Council has been alerted to a break in of a garage on the 13/14 th of May in Laurel Grove. Please ensure you remain vigilant and keep items and buildings secure. Should you notice anything suspicious please call 999.	
631.	To discuss holding a Basic Life Support (BLS) and the safe, confident use of an Automated External Defibrillator (AED) training course As part of the defibrillator inspections we are entitled to free courses for residents to include basic life support and training on a defibrillator. Cllrs discussed and resolved that one should be held at the Village Hall for residents. Clerk to also contact the Scout Group to see if they would be interested in holding one for leaders or children.	Clerk
632.	To ratify charity for Pop Up Café donations for 2026/2027 as per votes of attendees of Pop Up Café Residents voted for the Heart of Kent Hospice to be the nominated charity for 2026/2027. Cllrs ratified this decision.	
633.	To discuss the holding of a Fraud Prevention Talk for residents in conjunction with Kent Police Kent Police are holding a number of Fraud Prevention talks for residents, the Parish Clerk has contacted PC Phillips and he is happy to run this at the Village Hall if we wish to proceed. Cllrs discussed and would like to arrange this for residents. Clerk to contact PC Phillips.	Clerk
634.	To discuss the progress of the new website and resolve whether to proceed with the email package for the domain Everything is progressing and the website will be live shortly. Cllrs reviewed the email package and resolved to proceed with the .gov.uk email package at a cost of £60 plus VAT per annum.	Clerk
635.	To discuss the placement of a village bench Clerk looked into land ownership on Cayser Drive where it is suggested that the bench could be placed. KCC do not own the land, a request is being put in to Land Registry to find the owner of the land.	Clerk
636.	To receive an update on the new website Duplicated in error! Ignore as dealt with in minute number <p style="text-align: right;">Signed _____</p>	

<p>637.</p>	<p>Residents' Concerns Nuisance behaviour at the Sports Field An email has been received from a resident to advise of excessive noise late at night and litter being left. Cllrs want to remind residents to be respectful to neighbours, particularly late at night. Clerk to speak to PC Philips regarding regular patrols of the Sports Field at night.</p>	
<p>638.</p>	<p>Any Other Information Feedback from Road Safety & Active Travel Group (RSATG) Seminar by Cllr Clark and Clerk.</p>	
<p>606. 606.1 606.2 606.3 606.4</p>	<p>Items for next agenda for Parish Council Meeting June 2026 To receive an update on the proposed Village Event Elected Vice Chairman to sign Declaration of Acceptance of Office Staff Committee Report To discuss the placement of a village bench</p>	
<p>607.</p>	<p>Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2027, date to be confirmed.</p> <p>Parish Council Meetings The next meeting of the Parish Council is scheduled for 2pm on Saturday 23rd May 2026 and is the Annual Parish Meeting. This is an informal meeting and a chance for you to meet your Councillors as well as local groups and clubs. The Tom Hoy Award Winners will also be announced! Everyone welcome, please come along. The next formal meeting of the Parish Council is scheduled for 7.30pm on Monday 15th June 2026. Both meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood.</p> <p style="text-align: right;">Signed _____</p> <p>Cllr Clark closed the meeting at 8.53pm.</p>	