



Broomfield and Kingswood Parish Council

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



Notice of the Annual Parish Council Meeting

To: All Councillors

You are hereby summonsed to attend the Annual Parish Council Meeting of Broomfield and Kingswood Parish Council to be held at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX on Monday 20 May 2024 at 7.30pm.

To: All Residents

Members of the public are welcome to join.

Dated 14 May 2024

Signed: **Hayley Roberts**, Parish Clerk

A G E N D A

Chairman's Announcement: *Whilst it is permitted to record this meeting any person, Councillor or member of the public, wishing to do so is obliged to notify the meeting, before commencement of their intention to do so.*

Public Forum - *The Chairman welcomes members of the public and invites them to speak prior to the start of the Meeting, relating to the Agenda or local issues, (to a maximum of fifteen minutes and three minutes per speaker). You are requested to state your name and address prior to speaking.*

No	Item
1.	Election of Chairman (2023/24)
1.1	To receive and consider nominations for Chairman
1.2	Elected Chairman to sign Declaration of Acceptance of Office
2.	Election of Vice Chairman (2023/24)
2.1	To receive and consider nominations for Vice Chairman
2.2	Elected Vice Chairman to sign Declaration of Acceptance of Office
3.	To receive and approve apologies for absence
3.1	Cllr Malcolm Clarke – holiday
4.	To receive the Declaration of Acceptance of Office for Elected Councillors.
5.	Councillors Declarations of interest in items on the agenda
5.1	Lobbying
5.2	Personal Interest
5.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
6.	Welcome by the Parish Council Chairman
9.	Reports from Representatives of Outside Bodies
9.1	Kent County Council – County Councillor – Maidstone Rural East – Shellina Prendergast
9.2	Maidstone Borough Council – Ward Councillor – Gill Fort
10.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 15 th April 2024.
11.	Declarations of Interest To receive Declarations of Interest forms from Elected Councillors.
12.	For members to confirm in writing that they agree to receive ALL communications electronically during their period of office

13.	Planning Applications The following Planning Applications to be considered and resolved:
13.1	Application Ref: 24/500581/FULL Proposal: Change of use of land to residential caravan site for one gypsy family, including stationing of 1(no) mobile home and erection of summerhouse, entrance gate and fencing, and creation of vehicle access onto Chartway Street. (Retrospective) Address: Orchard Farm Nursery Chartway Street Sutton Valence Kent ME17 3JB
13.2	Application Ref: 24/501664/FULL Proposal: Replacement of roof with alterations to the doors and windows to conservatory. Erection of a porch to the front entrance. Address: Badgers Wood Gravelly Bottom Road Kingswood Kent ME17 3PY
13.3	Application Ref: 24/501265/FULL Proposal: Siting of a caravan as a residential annexe with extension to existing drive and associated parking ancillary to the main dwelling house. Address: Mickelwood Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NU
14.	Planning Outcomes (for report only)
15.	Actions & Outcomes (for report only)
16.	Staff Committee
16.1	Staff Committee Report
16.2	To agree committee terms of reference and scheme of delegation
17.	Committee and Working Group Structure for 2024/25 To appoint membership and substitutes of committees and working groups for 2024/2025
18.	Delegation Powers re Planning (Minute No 19/101.1) Delegation To resolve to adopt
19.	To review the following for adoption:
19.1	Standing Orders
19.2	Financial Regulations
19.3	Risk assessment risk matrix 2024
20.	Election of Representatives to Other Bodies and arrangements for reporting back on meetings
20.1	Joint Parishes Group
20.2	Kent Association of Local Councils Maidstone Area Committee
20.3	Kingswood Primary School
20.4	Police Forum
20.5	Rural Transport Group
20.6	Village Hall Committee
20.7	Parish Liaison Meetings
20.8	To review reporting arrangements back to full Council
21.	To review and resolve the following;
21.1	Asset Register
21.2	Draft schedule of future meeting dates
22.	To review the Council's subscriptions
22.1	KALC/NALC
22.2	SLCC for Clerk
23.	To review and approve the following policies
23.1	Complaints Procedure
23.2	Equality and Diversity Policy
23.3	Data Privacy Notice
23.4	Laptop Computer Policy issue 1
23.5	Data Retention Policy issue 1.1
23.6	GDPR Policy
24.	Finances and Payment of Accounts
24.1	Bank reconciliation – April 2024
24.2	Responsible Finance Officer's report April 2024
24.3	To approve the schedule of payments for April 2024
24.4	To ratify payments already made in May 2024
24.5	Reconciliation of invoices against cheques and ledger for April 2024
24.6	To consider performance against the 2024/25 budget
24.7	To review and resolve to accept insurance renewal for 2024/25
24.8	To consider donation request from Marie Curie and resolve whether to donate to the charity

25.	To review the effectiveness of the system of Internal Control
26.	Approval of Annual Governance and Accountability Return (AGAR)
26.1	To review and note the Annual Internal Audit Report dated 25 April 2024
26.2	To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024.
26.3	To approve the Accounting Statements for 2023-24, Section 2 of the AGAR for the year ending 31 March 2024, the supporting Bank Reconciliation as at 31 March 2024 and the explanation of the significant variations from last year (2022-23) to this year (2023-24).
26.4	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.
27.	Sports Field
27.1	Review of the month's Sports Field Inspection Sheets
27.2	To discuss and resolve whether to proceed with the installation quotation for the new defibrillator at the Sports Field
27.3	To review annual tree survey report and resolve whether to proceed with remedial work
28.	Policing Crime Figures
29.	To receive an update from the Highways Improvement Plan meeting
30.	To receive an update on the Joint Village Hall Project
31.	To review and resolve to sign the Community Resilience Fund Grant Agreement
32.	Residents' Concerns Waste Collection Service
33.	Any Other Information
34.	Items for next agenda for Parish Council Meeting June 2024
35.	Annual Parish Council Meeting The date of the next Annual Parish Council Meeting will be held in May 2025, date to be confirmed. Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 17 June 2024. The meetings will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood at 7.30pm.