



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 18 March 2024

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

Hayley Roberts - Parish Clerk/RFO

Cllr Gill Fort – MBC Ward Councillor

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 Clark opened the meeting at 7:30pm

Min No	Item	Action
046.	To receive and approve apologies for absence	
046.1	Cllr Malcom Clarke – sickness	
046.2	Cllr Chris Pink – work commitments	
047.	Councillors Declarations of interest in items on the agenda	
047.1	Lobbying – None	
047.2	Personal Interest – None	
047.3	Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
048.	Welcome by the Parish Council Chairman, Cllr Tina Clark	
049.	<p>Reports from Representatives of Outside Bodies</p> <p>Maidstone Borough Council – Ward Councillor – Gill Fort Local Plan – the Full Council will be voting on Wednesday the 20th of March in relation to the adoption of the local plan.</p> <p>Village Hall – a grant has been approved by Maidstone Borough Council for the installation of solar panels at Kingswood and Broomfield Village Hall.</p> <p>Leeds and Langley Relief Road – £1 million has been earmarked for a feasibility study to be carried out for a Leeds and Langley relief road. This will focus amongst other things on what benefits a relief road would bring the community and what funding is available.</p> <p>Highways – A meeting is still being planned for local Parish Councils to meet with Highways. This will not be a public meeting and the utility companies will not be in attendance but aims to discuss in particular 'lessons learnt' from previous closures and diversions and signage for future closures. More information to follow once meeting date has been set.</p>	
	Cllr Gill Fort left the meeting at 7.59pm	
050.	<p>To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 19th February 2024 The above minutes were approved as a true copy and duly signed by Cllr Davies.</p>	
051.	<p>Planning Applications Application Ref: 24/500831/FULL Proposal: Erection of a single storey rear orangerie extension. Address: 1 Kingsbroom Court Kingswood Maidstone Kent ME17 3ST After due consideration Cllrs had no objections to this application.</p> <p style="text-align: right;">Signed _____</p>	

<p>052.</p> <p>052.1</p> <p>052.2</p>	<p>Planning Outcomes (for report only)</p> <p>Two applications have been decided since the last PC meet:</p> <p>Application Ref: 24/500031/FULL Proposal: Retrospective application for conversion of store and erection of side extension to existing garage, to create an annexe ancillary to main dwelling. Address: Sevenoaks Gravelly Bottom Road Kingswood Maidstone Kent ME17 3NS MBC Decision: Application Permitted 01.03.24</p> <p>Application Ref: 23/505767/OUT Proposal: Outline Application (access, layout and scale sought) for erection of detached 4-bed Address: Little Chippings Lenham Road Kingswood Maidstone Kent ME17 1LZ MBC Decision: Application Refused 01.03.24</p>	
<p>053.</p>	<p>Actions & Outcomes (for report only)</p> <p>Cllrs reviewed and discussed actions and outcomes and noted that the majority of actions are being dealt with within the agenda for the meeting.</p>	
<p>054.</p> <p>054.1</p> <p>054.2</p> <p>054.3</p> <p>054.4</p> <p>054.5</p> <p>054.6</p> <p>054.7</p> <p>054.8</p>	<p>Finances and Payment of Accounts</p> <p>Bank reconciliation February 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Clark and RFO.</p> <p>Responsible Finance Officer's report February 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Moss and Cllr Pearce.</p> <p>To approve the schedule of payments for March 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and Cllr Moss.</p> <p>To ratify payments already made in February 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Moss and Cllr Pearce.</p> <p>Reconciliation of invoices against cheques and ledger for February 2024 Councillors reconciled the invoices against the ledger and Cllr Pearce initialled the invoices and ledger accordingly.</p> <p>To consider performance against the 2023/24 budget Cllrs considered the budget performance for 2023/24 so far.</p> <p>To resolve to accept quotation for grass maintenance in the Sports Field and Village for 2024/25 Cllrs reviewed two quotations received and noted that a third had been requested and chased but no response was received from the contractor. Cllrs resolved to proceed with quotation from Paul Waring. Clerk to contact and inform contractors of decision.</p> <p>To review and complete the insurance pre renewal questionnaire Cllrs reviewed and confirmed no changes required. Clerk to complete and return.</p>	<p>Clerk</p> <p>Clerk</p>
<p>055.</p>	<p>Sports Field</p> <p>Review of the month's Sports Field Inspection Sheets Cllrs reviewed, nothing new to note.</p>	
<p>056.</p>	<p>Policing Crime Figures</p> <p>None showing.</p>	
<p>057.</p>	<p>To discuss and resolve dates for the Annual Parish Meeting and Annual Parish Council Meeting</p> <p>Cllrs discussed possible dates and resolved to hold the Annual Parish Council Meeting on the 20th of May 2024 at 7.30pm and the Annual Parish Meeting on the 3rd of June 2024 at 7.30pm.</p>	
<p>058.</p>	<p>To resolve to adopt the Parish Council Action Plan for 2024</p> <p>Cllrs reviewed the Action Plan for 2024 and made some amendments, Clerk to action. If Parishioners have any items they wish to add to the action plan please contact the Clerk.</p>	<p>Clerk</p>
<p>059.</p>	<p>To discuss CCTV quotations and resolve how to proceed with car park</p> <p>Cllrs reviewed quotations and resolved that more information was required from the companies. Clerk to contact Cllr Pink to arrange.</p>	<p>Clerk</p>

Signed _____

<p>060. 060.1</p> <p>060.2</p>	<p>To discuss correspondence in relation to the Silent Tommy statue and resolve how to proceed Clerk has spoken to RBLI regarding options for repair. RBLI can make a stronger Silent Tommy that can be secured onto the existing stakes at a cost of £150. Cllr Shellina Prendergast has kindly offered to fund this using the Combined Member Grant (CMG), Cllrs wish to thank Cllr Prendergast. Clerk to contact RBLI and complete application form for the CMG.</p> <p>Cllrs also discussed whether to locate the Silent Tommy somewhere else, as the land owned by the Parish Council is limited it is difficult to locate elsewhere. One option was discussed and the Clerk will investigate further.</p>	<p>Clerk</p> <p>Clerk</p>
<p>061. 061.1</p> <p>061.2</p>	<p>To consider planter sign quotations and resolve how to proceed Cllrs discussed quotations and what type of sign would look best on the new planter covers. Cllrs resolved that proofs should be obtained from the companies so that a decision can then be made. Wording to be 'Welcome to Broomfield and Kingswood'. Clerk to contact companies.</p> <p>Cllr Shellina Prendergast has kindly offered to fund the planter signs using the Combined Member Grant (CMG), Cllrs wish to thank Cllr Prendergast. Clerk to complete application form for the CMG.</p>	<p>Clerk</p> <p>Clerk</p>
<p>062.</p>	<p>To discuss correspondence received in relation to the Reverse Santa 2024 event Cllrs discussed correspondence with regards to the Parish Council taking over the ownership of the event this year. Cllrs resolved that it was a fantastic event last year which residents enjoyed and resolved to run the event with the help of a committee of residents. Cllr Clark and Clerk to action.</p>	<p>Cllr Clark and Clerk</p>
<p>063.</p>	<p>To resolve to accept the date of the 13th of July 2024 for the Village Fete Cllrs resolved to amend date to the 13th of July 2024. Cllr Clark to move forward with the details around this.</p>	<p>Cllr Clark</p>
<p>064.</p>	<p>To consider the Community Resilience Fund and resolve how to proceed Cllrs considered information and resolved to make an application for the funding of first aid courses for residents. Clerk to submit application.</p>	<p>Clerk</p>
<p>065.</p>	<p>To resolve whether to proceed with the purchase of a defibrillator for the village at a reduced cost of £750 Cllrs noted that the Village Hall Committee have installed a new defibrillator at the Village Hall, which is fantastic news, there are now two defibrillators in the village. Cllrs discussed the possibility of installing a third defibrillator at The Sports Field and resolved that if the Scout Group agree to the installation that an application should be made for the purchase of a defibrillator at a reduced cost of £750. Clerk to contact Scout Group and proceed accordingly.</p>	<p>Clerk</p>
<p>066.</p>	<p>Feedback from training Communicating with your Community Part 1 and 2: Engaging with your Community by Cllr Clarke Cllrs reviewed document created by Cllr Clarke and resolved that further discussion is required with Cllr Clarke present. To be added to next agenda.</p>	
<p>067.</p>	<p>Residents' concerns Dog fouling – dog mess is a big issue in the village still. It was suggested by residents that more litter bins should be provided. Cllrs advised there are a substantial amount of litter bins around the village however dog walkers are not using them. Clerk will contact Maidstone Borough Council regarding the issue and Cllrs remind residents that it is an offence to not pick up your dogs mess, those caught will be prosecuted. If any residents have any proof of offences please direct these to Maidstone Borough Council or the Parish Clerk. You can also report areas that require the cleaning of dog mess to Maidstone Borough Council https://self.maidstone.gov.uk/service/report_dog_mess</p> <p>Litter and Fly Tipping – the amount of litter around the village has increased over the months. A Parish Council litter pick will be arranged this Spring and an idea has been put forward for a community day to tidy up our village. Clerk to look into the options around this and contact local organisations to gauge interest. If you see any fly tipping this should be reported on the Maidstone Borough Council website https://maidstone.gov.uk/home/primary-services/street-care-and-cleaning/report-fly-tipping</p>	<p>Clerk</p>
<p>068.</p>	<p>Any other information Winter Support Scheme - Broomfield and Kingswood Parish Council have been successful in its application for the Parish Winter Support Scheme, a collaborative initiative between the Kent Association of Local Councils (KALC) and Kent County Council (KCC) to administer the Household Support Fund allocated by the Department for Work and Pensions. Broomfield and Kingswood Parish Council will be receiving a grant of £1,130 to support the community initiatives at our local Primary School. Thank you to Kingswood Primary School for contacting the Parish Council outlining what is required to support families of the school.</p>	<p>Signed _____</p>

	<p>Ward Cluster meeting – Cllrs reviewed meeting notes.</p> <p>CPTG Meeting – Cllrs reviewed minutes.</p> <p>The next Pop Up Café will be on Thursday the 4th of April 2024 at Kingswood and Broomfield Village hall 10.30am until 12.30pm.</p> <p>One planning application received on Friday 15th March to be considered by Cllrs using the Parish Councils delegated powers by email as this application was received after the agenda publishing deadline.</p> <p>Application Ref: 24/500581/FULL</p> <p>Proposal: Change of use of land to a residential caravan site for one gypsy family, including the stationing of 1no. mobile home and erection of a summerhouse, entrance gate and fencing (retrospective).</p> <p>Address: Orchard Farm Nursery Chartway Street Sutton Valence Kent ME17 3JB</p> <p>Comments due by: 5 April 2024</p> <p>Decision due by: 6 May 2024</p>	
<p>044.</p> <p>044.1</p> <p>044.2</p>	<p>Items for next agenda</p> <p>Feedback from training Communicating with your Community Part 1 and 2: Engaging with your Community by Cllr Clarke</p> <p>To receive an update on the Joint Village Hall Project</p>	
<p>045.</p>	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council is scheduled for Monday 15th of April 2024. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>Cllr Clark closed the meeting at 9.03pm</p> <p style="text-align: right;">Signed _____</p>	