

BROOMFIELD AND KINGSWOOD PARISH COUNCIL

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Minutes of a meeting of the Parish Council held at Kingswood and Broomfield Village Hall, Gravelly Bottom Road, Kingswood on Monday 1st August 2011

PRESENT:

Cllr Paul Beaney
Cllr Mike Evans
Cllr Tom Hoy (Chairman)

Cllr Peter Coleman
Cllr Peter Forster
(7)

Cllr Vince Cooper
Cllr Derek Hobson

Mrs S Wotton – Parish Clerk
Mrs G Gosden – Assistant Clerk & Finance Officer

There were two members of the public present, no questions were asked.

Cllr Hoy opened the meeting at 7.28 pm

APOLOGIES FOR ABSENCE

Cllr Jenny Whittle – family commitments
Cllr Peter Parvin – family commitments
Cllr Gareth Davies – pre-arranged appointment
PCSO Richard Kirby – other commitments

82. COUNCILLORS DECLARATIONS (Regarding Agenda Items)

- 81.1 Lobbying – Cllr Forster re: Lenham Road <> Ulcombe PRow footpath.
- 81.2 Personal Interest – Cllr Coleman re: Minute items 96 & 103
- 81.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)

83. CASUAL VACANCY AND CO-OPTION

Clerk reported that Cllr Kim Ashbee, who had been co-opted at the last meeting on 4th July, had since resigned, MBC Registrations Officer informed. The casual vacancy had again been advertised from 21st July via Parish notice boards and website. To date one eligible member of the public had put themselves forward; co-option could take place at the September 5th meeting if no bye-election was called by 10th August.

Cllr Coleman proposed that any prospective candidate be require to attend a minimum of two full Parish Council meetings before being co-opted, seconded Paul Beaney and agreed by all.

Cllr Hobson announced he will be standing down after the September meeting as he is moving from the village. Cllr Hoy thanked Cllr Hobson for his support whilst a Parish Councillor.

84. MINUTES OF THE PARISH COUNCIL MEETING HELD 4TH JULY 2011

A/Clerk advised that there was an error to the date at the head on page one that should read the 4th July 2011 which was agreed and corrected.

Cllr Forster proposed these minutes be accepted as a true record, seconded by Cllr Beaney, agreed by all and signed by Cllr Hoy.

85. MINUTES OF THE SPORTS FIELD COMMITTEE MEETING HELD 26TH JULY 2011

Cllr Cooper proposed these minutes be accepted as a true record, seconded by Cllr Beaney, agreed by all and signed by Cllr Hoy

86. ACTIONS & OUTCOMES

A/Clerk circulated updated report, which was received and agreed by all and retained on file. (See also Item 93)

Signature _____ Chairman

87. KENT COUNTY COUNCIL

Apologies received from Cllr Whittle - no report.

Councillors requested the following point be raised with Cllr Whittle.

KHS had not cleared the overgrown foliage adjacent to the footpath at Holly Trees Close, and have advised that they will not be able to do so due to financial constraints. Cllr Coleman proposed the Parish Council secures three separate quotes to cut back the footpath in question and also those at Whitehall Drive <> Gravelly Bottom Road (GBR) and GBR x-roads to Laurel Grove. Seconded by Cllr Beaney and agreed by all. Cllr Hobson proposed that any quotes be sent to KHS with a request they pay for the work undertaken, seconded by Cllr Forster. A vote resulted in a 5-2 vote in favour.

Cllr Evans gave a copy of 'A Vision for Kent' by KCC to the Clerk to read and thereafter retain on file.

88. MAIDSTONE BOROUGH COUNCIL

Apologies received from Cllr Parvin - no report.

Councillors agreed that the following two items should be brought forward for discussion.

89. PARISH FORUM

Cllr Beaney reported that the Forum was now live but 'hits' were slow. It was agreed that this was due to the Forum being in its infancy and people not being aware of its existence. Clerk would include full page spread in September edition of the K&B News, Cllr Evans proposed advertising the Forum in all subsequent editions - agreed. Cllr Beaney made a number of suggestions as to how the profile of the Forum could be raised and agreed to maintain the Forum. He would liaise with Councillors and Clerks before adding new items. A further project meeting would be held.

ACTION - Cllr Beaney / Clerk

Clive Stanley, Webmaster, would publicise the Forum via the Parish Website. **ACTION – Webmaster**

90. SUPER-FAST BROADBAND

Members were already aware of Bob Bowker's sudden and unexpected resignation as Project Manager shortly after the copies of The Echo & survey had been delivered to all Parish households, via the postmen, at a cost of £30:00. Clerk reported having received 22 hard copy surveys and 60 online results, and the petition at the shop contained over 100 signatures to date. Bob Bowker had e-mail results of the electronic survey. Clerk had made a number of approaches to establish a new PM but to date without success. A discussion ensued in regard to the way forward during which a member of the public/resident present, Mr Gerald Luck, volunteered to take on the role. Mr Luck has appropriate knowledge and previous experience and was thanked by Cllr Hoy for taking this on.

Clerk provided Mr Luck with details and KCC's application form and would supply Mr Luck with other appropriate information and paperwork including survey results, etc. Cllr Forster agreed to maintain liaison with Mr Luck.

ACTION – Clerk

The Clerk was also requested to ascertain from Cllr Whittle the exact requirements for the application and forward details to Mr Luck.

ACTION – Clerk

91. POLICING

91.1 Crime figures and Police report

PCSO Kirby – Apologies received. In PCSO Kirby's absence Clerk reported that enquiries in respect of scrap metal thefts and overweight vehicle checks on the B2163 were ongoing. There had been some good arrests locally and recovery of scrap, and two recent arrests at Chart Sutton for vehicle crime. Speed checks had recently been carried out in Lenham Road. Cllr Forster reported that whilst this was being undertaken a motorist/Kingswood resident had parked up and had been flashing his lights and flagging people down to warn them of the Police presence. Clerk to include details in the September K&B News.

ACTION – Clerk

PC Pennicott had been appraised of the circumstances regarding the damage to the Cayser Drive bus shelter in March 2011 by a Gallagher lorry and would be making enquiries as to why no Police action was taken at the time. Caroline Matthews, MBC, had confirmed that the matter of repairs was in the hands of Gallagher's insurers and anticipated they would be undertaken in the near future.

Signature _____ Chairman

Cllr Coleman proposed that the Policing and NhW items be 'lifted' from the minutes to be placed on the 'Crime Information' page on the Parish website. This was seconded by Cllr Cooper and agreed by all.

91.2 Update on outstanding issues - PCSO Kirby not present.

92. PARISH NEIGHBOURHOOD WATCH

92.1 General update – Clerk reported that there had been no response to the NhW article in the July Echo for a main co-ordinator or from existing street co-ordinators, which was disappointing. However, Mrs Hemphrey, Police Watch Liaison Officer at Maidstone, had written to street co-ordinators on 22nd July seeking their continued support and had received several positive responses to date. The Parish Website was being updated as and when information was received from the Police and included the Country Eye publication. In addition hard copies were available from the Village Hall or from PCSO Kirby on request.

In the meanwhile Mrs Bowker was still sending out Trading Standards / scam alerts and had circulated a July newsletter to Members by e-mail. She had previously stated her intention to continue doing so until the end of the year.

92.2 Parish Website link

Cllr Coleman proposed that the Website button 'Crime Information' be changed to read 'Policing / NHW'. Following discussion it was resolved not to make this change and to leave the 'Crime Information' button as it stands.

93. REPORTS

93.1 Rural Transport Group, 11th July – Cllrs Hobson & Cooper attended, report circulated to all Members and retained on file see item 99.

93.2 KCC Highways Parish and Town Seminar, 12th July – Cllrs Evans & Cooper attended, report circulated to all Members and retained on file

93.3 Police Forum, 20th July – Cllr Coleman had attended with the Clerk, report circulated to all Members and retained on file

93.4 Other – See Min. 99

94. PLANNING

94.1 *Applications*

- **MA/11/0975 – Orchard Farm Nursery, Chartway Street, Kingswood** – retrospective application for erection of a stable block and a shed and proposed erection of a utility/day room building
No comment **ACTION – A/Clerk**
- **MA/11/1042 – Highlands Boarding Kennels, Chartway Street** – separation of garage from main house and conversion to annex with extensions to roof, erection of a conservatory and other alterations
No comment **ACTION – A/Clerk**
- **MA/11/1095 – 2 Nine Oaks Court, Kingswood** – full planning application for erection of a rear conservatory
Approve, Cllrs do not require this to go before the Planning Committee. **ACTION – A/Clerk**

Clerk reported that a new application had been received since publication of agenda; planning meeting scheduled for 10:30am on Tuesday 23rd August at the Village Hall

94.2 *Decisions (MBC)*

(i) **MA/10/1967 – The Old Hall, Gravelly Bottom Road, Kingswood** – erection of a replacement dwelling – Appeal dismissed by Planning Inspectorate 20th July 2011

(ii) **MA/11/0451 – Wylendra, Lenham Road, Kingswood** – erection of a first floor side extension over existing garage – Approved with conditions – CDM letter to be sent out, Cllr Forster will collate information resulting from letter.
ACTION – A/Clerk and Cllr Forster

(iii) **MA/11/0692 – 4 Nine Oaks Court, Kingswood** – erection of a rear conservatory. Approved with conditions

94.3 *Future Parish housing development*

Information had been received and forwarded to all Councillors regarding a proposed development by

Signature _____ Chairman

Eco Build Partnership UK – Broomfield Park. An article in regard to this proposal had been included in the 22nd July edition of the Kent Messenger. The quote from MBC Planning in the KM is as advised to the A/Clerk by telephone. The Localism Bill could affect changes in Planning Regulations and affect this proposal.

Cllr Evans requested the Chairman's quote in the KM be minuted: *"The Chairman of Broomfield and Kingswood Parish Council predicts trouble ahead for the Eco Build Partnership's ambitious plans. Cllr Tom Hoy said "We haven't been consulted on the proposals, but we have seen the brief. Mr. Schroeder came up with similar proposals seven years ago and there was a huge protest from residents. These proposals would create a development twice as big as Kingswood and Broomfield itself. As a Parish Council, we are not opposed to development per se. We would like to see more affordable homes and we would welcome a doctors' surgery. But it is hard to see." "*

Councillors requested that the JPG Clerk be contacted regarding the date of next JPG meeting.

ACTION – A/Clerk

95. FINANCES

95.1 The Responsible Finance Officer's report was read out, payments were agreed and signed, report retained on file.

95.2 Bank Account options – A/Clerk had made enquiries regarding the change of bank accounts to the Unity Trust Bank. After discussion Cllr Coleman proposed that the bank account with the Unity Trust Bank should be opened and the Nat West account closed, seconded by Cllr Evans and agreed by all.

ACTION – A/Clerk

96. REVIEW OF CLERKS' HOURS

Cllrs Hoy and Evans had met informally with the Clerk on 26/7 when a number of proposals had been discussed to reduce the Clerks' work load and associated hours. Clerk had since prepared a report, a copy of which was handed to all Members for their consideration, together with a previous one dated November 2010 that similarly related to the Clerks' hours.

Members would need time to consider the contents of the Clerk's report and associated proposals and it was therefore agreed that a closed meeting of the F & GP Committee would be held at 7.30 on Tuesday 16th August at 67 Charlesford Avenue.

ACTION – A/Clerk

Cllr Forster requested to join the F & GP committee which was agreed by all, decision to be ratified at the next meeting.

ACTION - Clerk

97. DATA PROTECTION ACT REGISTRATION

A/Clerk had obtained application forms as required and needed to complete the details. Cllr Forster would assist.

ACTION – Cllr Forster & A/Clerk

98. EQUALITY ACT

A/Clerk was advised at the last SLCC meeting that all Parish Councils should have in place by the end of July 2011, a Policy embracing the Equality Act of 2010. As a result of making these enquiries it is evident that the Parish Council should also have in place a number of other Policies, i.e. Freedom of Information Statement, Health and Safety Statement, Risk Assessment (commenced). It is a requirement to review these statements annually. Cllr Forster agreed to prepare drafts for Councillors' consideration.

ACTION – Cllr Forster

99. 59 BUS SERVICE

Cllrs Hobson & Cooper had attended the Rural Transport meeting on 7th July, report submitted and retained on file. Cllr Hobson reported that a proposal had been made whereby Parishes most affected by the loss of a weekend bus service might agree to fund the continued 59 Saturday service from 1st January to 31st March when further KCC funding would be agreed. Cllr Mike Fitzpatrick was arranging a meeting in this regard which Cllr Hobson would attend. Further information would be available at the next meeting.

ACTION – Cllr Hobson

100. AFFORDABLE HOUSING OPENING CEREMONY & TIME CAPSULE BURYING

Clerk reported that the day had gone pleasingly well and had been well attended, including all pupils and staff from Kingswood Primary School. A report with photos had been sent to the Downs Mail and was also displayed on the Parish website, copy retained on file.

Signature _____ Chairman

Since the opening there had been reports from residents living in and adjacent to the Close in regard to the behaviour of some children and residents. The Clerk had passed these on to Orbit's and MBC's Housing Officers. Andrew Connors, MBC Housing Officer would liaise with Orbit. He would also confirm the new residents' Parish connection and gave assurances that *"the applications process would have been done in accordance with the Legal Agreement for this Scheme"*.

Councillors resolved that whilst the Parish Council was willing to assist where it can, individuals would need to raise their concerns and to liaise with relevant authorities, i.e. MBC, Orbit and the Police, as necessary.

101. RECREATION AND SPORTS FIELD

101.1 Weekly Safety Inspections - Cllr Forster would supply the A/Clerk with completed weekly check forms for retention. **ACTION – Cllr Forster**

101.2 Memorial bench – Clerk had been approached by long-time resident, Mrs Sue Clarke, requesting permission to place a bench at the Sports Field in memory of her husband. A/Clerk to obtain further details of requirements i.e. location, quality, installation, maintenance and plaque and to contact MBC to ascertain if there were any minimum conditions required. **ACTION - A/Clerk**

101.3 Sport England's Inspired Facilities Initiative – no further details available at this time

101.4 Lenham Road footpath to Sports field – quote received from Jacobs of £3,200 + VAT, this would cover a detailed Design, service/stat info and planning info (boundaries, etc.), but despite emails from A/Clerk and Cllr Whittle, there was still no response from Ben Hilden at KHS in this regard.

Councillors resolved that the A/Clerk should complete the application for funding from Cllr Whittle's Member's Grant for the cost of the Design. **ACTION – A/Clerk**

102. ROADS AND PAVEMENTS

Clerk had received a number of further complaints regarding overgrown foliage, etc. across footways around the village. She had drafted a second letter to be sent to residents who did not comply, informing them that KCC may, after inspection, carry out any necessary work and invoice the residents for costs. These would be hand-delivered by the A/Clerk as required.

Clerk to enquire of KHS whether the PC is permitted to cut back overgrown boundaries to assist a local resident who, due to health issues, is unable to undertake the work themselves. Clerk warned the meeting that this may set a precedent. **ACTION - Clerk**

Richard Dixon, KHS Highways Steward, had inspected the Holly Tree Close <> Lenham Road footpath on 25/7 and reported that the path itself was clear and due to loss of funding it was not possible to cut back the overgrown foliage at this time. (See also Min. 87)

Clerk had received complaint from a resident regarding two commercial vehicles being parked overnight in the turning area of Elder Close (cul-de-sac), as well as private vehicles, making manoeuvring difficult. Clerk had informed PCSO Kirby and asked for Police attention and advice to be given as appropriate.

103. VILLAGE HALL

Cllr Coleman had attended the Village Hall committee meeting on 25/8, report circulated to all Members and copy retained on file. He reported that the Committee is looking to update its Website which would continue to be linked to the Parish website.

104. THE QUEEN'S DIAMOND JUBILEE 2012

Mrs. Wallace, CEO, Leeds Castle had advised that there would be no specific arrangements made for the Jubilee, but was willing for a joint parish community project to take place within the castle grounds.

ACTION – Cllr Evans

105. CORRESPONDENCE FILE - Clerk

105.1 Victoria Wallace, CEO Leeds Castle, 19/7 reply regarding pea sheds Park Barn Road. Letter of acknowledgement to be sent **ACTION - Clerk**

105.2 MBC – Polling Station consultation – Councillors did not wish to make comment

105.3 Cllr Evans requested the Clerks review the need for a 'correspondence' item on PC Agendas **ACTION – Clerks**

106. ITEMS FOR NEXT MEETING'S AGENDA

Signature _____ Chairman

- 106.1 Risk Assessment - A/Clerk
- 106.2 Super-fast Broadband – Cllr Forster

107. ANY OTHER INFORMATION

107.1 Cllr Beaney and Clerk gave apologies for not being able to attend the next meeting on 5th September, both due to respective family commitments.

107.2 Clerk had made enquiries of BIFFAWARD in regard to funding for a MUGA at the Sports Field. MBC had confirmed that the Parish does not lie within 10 miles of a Licensed Landfill Site (closest site Offham, West Malling) so the Parish is not therefore eligible to apply for funding from BIFFA.

107.3 Request received to use Sports Field car park if necessary, late afternoon/early evening on Saturday 20th August, as an overflow car park for wedding celebrations at house opposite S/Field, to ensure safer parking than would occur on the Lenham Road. Councillors had no objection.

ACTION – A/Clerk

107.4 Received email from Ian Truman that draft Agreement for Scout Group Lease had *finally* been forwarded by post to the Clerk and the Scout Group Chairman, Alan Poulton.

107.5 Microshade VSM and IT infrastructure within Parish Councils Seminar 25th August. Councillors agreed attendance of A/Clerk.

ACTION – A/Clerk

108. PLANNING ENFORCEMENT (CLOSED SESSION)

No issues to report

109. PARISH COUNCIL MEETINGS

The next full Meeting of the Parish Council will be held on **Monday 5th September 2011** at Kingswood and Broomfield Village Hall commencing 7:30pm.

There was no further business; Cllr Hoy closed the meeting at 22.22pm

Signature _____ Chairman
