

# 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 3<sup>rd</sup> October 2011

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## PRESENT:

Cllr Paul Beaney  
Cllr Gareth Davies (Vice Chairman)

Cllr Peter Coleman  
Cllr Mike Evans

Cllr Vince Cooper  
Cllr Peter Forster (6)

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

Cllr Peter Parvin – MBC Leeds Ward  
PCSO Richard Kirby

There were 8 members of the public present, no questions were asked.

Cllr Davies opened the meeting at 7.28 pm

## APOLOGIES FOR ABSENCE

Cllr Jenny Whittle, KCC - attending Conservative Party Conference

## 139. COUNCILLORS DECLARATIONS (Regarding Agenda Items)

- 1.1 Lobbying – none declared
- 1.2 Personal Interest – Cllr Coleman - Village Hall
- 1.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - none declared.

Cllrs agreed to bring forward agenda items 8 & 9.

## 140. PUBLIC RIGHTS OF WAY (PROW)

Parish Footpaths Officer, Norman King, who is a volunteer for National Trail for Downs Way advised in regard to the proposed cuts of 50% by KCC for the care and maintenance of PROW. He was particularly concerned about two footpaths from Gravelly Bottom Road <-> Chartway Street via Cross Drive (KH303), and Abbey Wood to Park Barn Road (KH302). He encouraged the Parish Council to advertise for volunteers to help with maintenance and regular checks of footpaths otherwise there is a potential for landowners to reclaim the land. Clerk to contact local Countryside Access Warden and include item in December issue of K&B News.

**ACTION - Clerk**

## 141. POLICING / NEIGHBOURHOOD WATCH

141.1 *Crime figures and Police report* – PCSO Kirby reported the following crimes in Kingswood:- (i) 27-28/09/2011 - Sports field - Criminal damage, (ii) 16/09/2011 - Broomfield Road – Criminal damage. Ulcombe - Criminal damage 2, Theft 1, Attempt theft of conveyance other 1; Sutton Valence - Theft from motor vehicle 1, Criminal damage 2, Theft of motor vehicle 1; Langley - Criminal damage 2, Theft 1; East Sutton - Burglary other than dwelling 1, Attempt burglary other than dwelling 1; Leeds - Criminal damage 2, Theft from motor vehicle 1

PCSO Kirby reported that complaints had been received regarding quad bikes in the village; the owner has been suitably warned. He also advised that the goal posts nets should be taken down for the winter to prevent damage / deterioration – to be discussed at the next Sports Field meeting.

**ACTION – A/Clerk**

141.2 Neighbourhood Watch – PCSO Kirby advised that the NHW co-ordinator, Lorraine Hemphrey, is off work through injury. Therefore community messages will still be sent out to Parishes but not the monthly Country Eye publication.

## 142. ELECTION OF CHAIRMAN

Cllr Coleman proposed that Cllr Vince Cooper be nominated as Chairman, seconded by Cllr Evans and agreed by all.

Signature \_\_\_\_\_ Chairman

Cllr Cooper thanked Councillors for their nomination and agreed to accept the position. Being a new Member he requested help and support from his fellow Councillors and the Clerks and was given reassurances that this would be the case.

Cllr Cooper then signed the Declaration of Acceptance of Office as Chairman, witnessed by the Clerk. Cllr Davies agreed to continue as Vice Chairman. **ACTION - Clerk**

#### **143. MINUTES OF THE PARISH COUNCIL MEETING HELD 5<sup>TH</sup> SEPTEMBER 2011**

Cllr Evans proposed these minutes be accepted as a true record, seconded by Cllr Davies, agreed by all and signed by Cllr Cooper.

#### **144. ACTIONS & OUTCOMES**

A/Clerk circulated updated report which was received, agreed and retained on file

Cllr Davies requested A/Clerk to liaise with other Parish Clerks to obtain further direction regarding the Equality Act requirements. **ACTION – A/Clerk**

#### **145. CO-OPTION TO PARISH COUNCIL**

Clerk reported confirmation had been received from MBC that no bye-election was called; therefore the Parish Council was permitted to fill the current three casual vacancies by way of co-option

#### **146. KENT COUNTY COUNCIL**

Cllr Whittle had tendered her apologies. In her absence she had provided a report, including update on Super-fast Broadband, circulated to all Members, copy retained on file

#### **147. MAIDSTONE BOROUGH COUNCIL**

Cllr Parvin advised that there was nothing to report from MBC at this time. He would be contacting Andrew Connors and Alison Broome at MBC regarding outstanding issues at Peter Pease Close. He also recommended that Parish Councils responded independently of the JPG regarding the Core Strategy consultation. Parish Councils would be invited to participate in Code of Conduct negotiations following the disbanding of the Standards Board as of November 2011

Clerk advised of a proposed Inter-Agency meeting regarding Peter Pease Close, Cllr Parvin agreed to attend if invited to do so by Orbit **ACTION – Cllr Parvin & Clerk**

#### **148. FINANCES**

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

148.2 Concurrent Functions – financial information submitted on 19<sup>th</sup> September, MBC analysis is due on 7<sup>th</sup> October.

148.3 Clerk had ordered Parish poppy wreath from Royal British Legion for Remembrance Day, 11<sup>th</sup> November. Personal payment of £50:00 had been made by the Clerk – reimbursement agreed. **ACTION - RFO**

148.4 Clerks' had both reported ongoing and increasing problems with Parish Council desktop computer, laptop and personal PC, both had paid for repair work for which they requested reimbursement (Item 11.1(v) of the 2009 approved Financial Regulations), agreed **ACTION - RFO**

#### **149. RETIREMENT GRATUITIES**

Cllr Evans requested this item is carried over to F & GP meeting on 28<sup>th</sup> October **ACTION - RFO**

#### **150. REVIEW CLERKS' ROLES, HOURS AND STAFF APPRAISALS**

A/Clerk had provided copies of Clerks' Contracts and Job Descriptions to Cllr Davies. Cllr Davies will arrange appointments for Appraisals in near future. **ACTION – Cllr Davies**

#### **151. PLANNING**

151.1 *Applications:*

**MA/11/1480 – Orchard Farm Nursery, Chartway Street** – Variation of condition 01 of planning

Signature \_\_\_\_\_ Chairman

permission MA/09/1697 (retrospective application for the change of use of land to residential for the stationing of one no. mobile home) to allow the use to be carried on only by Mr & Mrs Ray Pearce and their independent children

Councillors agreed to a planning meeting to consider the above application and a second one since received relating to the same property, on Tuesday 11<sup>th</sup> October at 2pm at the Sports Field, Lenham Road, Kingswood.

**ACTION – A/Clerk**

151.2 *Decisions (MBC)*

**MA/11/1073 – 3 Wildwood Close, Kingswood** – extension to existing rear dormer window – *approved with conditions*

**MA/11/1291 – Hollyshaw, Lenham Road, Kingswood** – erection of a single storey front extension – *approved with conditions*

## **152. REPORTS**

As previously circulated:

152.1 Meeting with KHS representatives, 13<sup>th</sup> September \*\* - Clerk

152.2 JPG / CS meeting, 15<sup>th</sup> September – A/Clerk

152.3 Meeting with Richard Eastham, Feria Urbanism, 16<sup>th</sup> September – Clerk & A/Clerk

152.4 Village Hall Committee Meeting, 19<sup>th</sup> September – Cllr Coleman.

Reports were received and retained on file.

## **153. RISK ASSESSMENT**

Councillors resolved that this item should be finalized after completion of staff appraisals and should be added to Standing Orders with FOI & Equality Act. Agenda item for next meeting. **ACTION - Clerk**

## **154. AFFORDABLE HOUSING**

*Chairman closed the meeting at 8.56pm to enable questions from the public in this regard, meeting re-opened at 9.03pm.*

Cllr Coleman put forward the following proposals: (i) that he includes an article in the next (Dec) issue of the Kingswood & Broomfield News and on the Forum, requesting people contact him if they had applied for an affordable home at Peter Pease Close and had been turned down by Maidstone Borough Council (ii) asking for anyone with a Parish connection to contact him should they still be interested for future Parish affordable housing and (iii) that he liaises with the Rural Housing Enabler Tessa O'Sullivan at ACRK re: details of initial applicants following the 2007 Housing Needs Survey. This was seconded by Cllr Evans and agreed by all. **ACTION – Cllr Coleman**

## **155. PARISH FORUM UPDATE**

Cllr Beaney reported that the Forum was receiving an average of 500 hits per month which indicated that the Forum is growing slowly but still needs more general public input. Members agreed that flyers\* be sent out via Kingswood Primary School children containing information about the Forum. Cllr Beaney agreed to start deleting older posts that were no longer current **ACTION – Cllr Beaney & Clerk**

## **156. SUPER-FAST BROADBAND**

Clerk reported that nothing further had been heard from resident Gerald Luck since the 5<sup>th</sup> September meeting and it was thus agreed that it was essential to identify and appoint a new Project Manager as soon as possible in order to proceed with the application to KCC for funding. Cllr Whittle's had agreed to write an article for the December K&B News.

Cllr Coleman proposed that a further issue of The Echo be published to advertise for Project Manager and to publicise the Forum. This was rejected and following discussion it was then agreed for the Clerk to prepare a flyer\* to be sent home with the 100+ children at Kingswood Primary School in addition to including both items in the December K&B News. **ACTION - Clerk**

*Cllr Parvin left the meeting at 9.29*

## **157. RECREATION AND SPORTS FIELD**

Signature \_\_\_\_\_ Chairman

157.3 Lenham Road footpath to Sports Field - grant application had been submitted to Cllr Jenny Whittle for Design Statement funding. This had been forwarded to Michael Heath at KHS, no further information at this time

157.4 Scout Group Lease – requested advice from Ian Truman at MBC re change of signatory – he advised that he would amend the document once the new Chairman had been appointed, ready for signing at the next Parish Council meeting **ACTION – A/Clerk**

157.5 Damage to bench – CY/15185/11, reported to Police 28/9. Clerk had attended Sports Field to access the damage. Cllrs requested the A/Clerk contact Tom Hoy re: repair **ACTION – A/Clerk**

157.6 Resident had reported what appeared to be bin sack full of rubbish, including bottles, upended close to the damaged bench, occurred between 29-30 Sept.

#### **158. ROADS AND PAVEMENTS**

Clerk and Cllr Cooper had attended meeting with KHS representatives 13/9 – refer report previously circulated\*\* and copy retained on file

Since that time residents had reported forthcoming road closure of Chartway Street to facilitate necessary work/repairs but KHS unable to provide dates(s) at this time, to be confirmed when known

KHS had offered Jumbo salt bag for winter spreading. Clerk to establish/confirm storage location and arrangements for spreading as and when required and would contact Edmeds at Street Farm in this respect **ACTION - Clerk**

Cllr Coleman noted that the new 'Duck Pond Lane' street name signs had still not been erected; Clerk to contact MBC accordingly **ACTION - Clerk**

#### **159. CORRESPONDENCE FILE**

(i) 19/5, C/Insp Adrian Futers, Maidstone District Commander, Kent Police re: new Police District staffing and arrangements from 16<sup>th</sup> November 2011 – copy supplied to all Members

(ii) 03/10 Letter from Mr Roper, Tall Trees Close re: erection of shed in rented area of property. Councillors were in unanimous agreement to this request **ACTION – A/Clerk**

#### **160. ITEMS FOR NEXT MEETING'S AGENDA**

- (i) Affordable Housing – Cllr Coleman
- (ii) Queens Diamond Jubilee – Cllr Evans
- (iii) Staff Appraisals – Cllr Davies

#### **161. ANY OTHER INFORMATION**

(i) Clerk had booked Village Hall and, where appropriate, Kingswood Primary School, for 2012 Parish Council meetings. List of meeting dates / venues supplied to Members and potential Members.

(ii) Next Freightliner attendance: Kingswood & Broomfield Village Hall, Saturday 15<sup>th</sup> October, 1:40pm – 2:20pm. Clerk to prepare notice for boards and website **ACTION - Clerk**

(iii) Queen's Diamond Jubilee, 4<sup>th</sup> June 2012 – agenda item for next meeting **ACTION - Clerk**

(iv) ACRK Annual Meeting 13<sup>th</sup> October, 5.30pm at Dunkirk Village Hall – Cllr Evans attending **ACTION – Cllr Evans**

(v) MBC Annual Parish Conference 22<sup>nd</sup> October at Headcorn Community Centre – Cllr Evans attending **ACTION – Cllr Evans**

(vi) Clerk had received and circulated e-mails from a Parish resident to all Members containing information pertaining to Broomfield Park.

(vii) Clerk had written 19/9 to former Councillors, Tom Hoy and Derek Hobson, thanking them for their services and hard work during their time on the Parish Council

Signature \_\_\_\_\_ Chairman

**162. PLANNING ENFORCEMENT 2**

Clerk reported that no information had been received since previous meeting. It was, however, noted that minutes of KALC Maidstone Area Committee meeting held 7/9 made reference to Parishes' 'continuing concerns' re: Enforcement issues and it had been agreed to invite MBC's Rob Jarman and Peter Hockney to their next meeting.

**163. PARISH COUNCIL MEETINGS**

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

There was no further business, Cllr Cooper closed the meeting at 10.05pm.

Signature \_\_\_\_\_ Chairman

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