

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 5th September 2011

PRESENT:

Cllr Vince Cooper Cllr Gareth Davies (Vice Chairman) Cllr Mike Evans Cllr Peter Forster (4)

Mrs. G Gosden – Assistant Clerk & Responsible Finance Officer

There were 4 members of the public present, no questions were asked.

Cllr Davies opened the meeting at 7.28 pm

APOLOGIES FOR ABSENCE

County Councillor, Jenny Whittle
Ward Member, Peter Parvin
Cllr Paul Beaney
Cllr Peter Coleman
Mrs. S Wotton, Parish Clerk
PCSO Kirby

Other commitments
Other commitments
Family commitments
Family commitments
Family commitments
Other commitments

115. COUNCILLORS DECLARATIONS (Regarding Agenda Items)

- 115.1 Lobbying
- 115.2 Personal Interest
- 115.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)

None declared

116. RESIGNATION PARISH COUNCIL CHAIRMAN & ELECTION OF NEW CHAIR

Due to the limited number of Councillors in attendance it was resolved to carry this item over to the next meeting on 3rd October. **ACTION - Clerk**

117. MINUTES OF THE PARISH COUNCIL MEETING HELD 1ST AUGUST 2011

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

118. MINUTES OF THE EXTRAORDINARY MEETING HELD 22ND AUGUST 2011

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

119. ACTIONS & OUTCOMES

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

It was agreed unanimously to remove item 70.1, re letter to Village shop re obstruction of notice board.

120. REVIEW OF PARISH COUNCIL COMMITTEE MEMBERSHIP

A/Clerk advised that there is a need to review committee membership whilst the number of Councillors is so low to ensure a quorum for committee meetings (the planning meeting could not go ahead as no quorum was established).

Cllr Evans proposed the following changes, seconded by Cllr Cooper and agreed by all:-

Signature _____ Chairman

F & GP Committee

Peter Coleman
Vince Cooper
Gareth Davies
Mike Evans
Peter Forster

Planning Committee

Peter Coleman
Vince Cooper
Gareth Davies
Mike Evans
Peter Forster

Sports Field Committee

Paul Beaney
Peter Coleman
Vince Cooper
Gareth Davies
Peter Forster

121. KENT COUNTY COUNCIL - County Councillor, Jenny Whittle, Maidstone Rural East

Report circulated and retained on file. (refer to items 130 & 131.4)

A/Clerk was requested to check with Steve Charman at KCC re receipt of funding application for Detailed Design Statement. **ACTION – A/Clerk**

122. POLICING

Crime figures and Police report – PCSO Kirby reported two crimes in the previous month:-
02-03/09/2011 - Theft of motor vehicle - Pitt Road, 17/08/2011 - Burglary other than dwelling - Charlesford Ave (Village shop) - The investigation is ongoing therefore no further details available at this time.

Crime figures for the outlying villages: - Langley - Burglary 1, Theft 1, Criminal damage 1. Sutton Valence - Burglary other than dwelling 1, Criminal damage 1, Arson 1, Burglary 1, Theft of motor vehicle 1. Leeds - Theft from motor vehicle 1, Theft 1, Attempt burglary other than dwelling 1, Burglary other than dwelling 1. East Sutton - Burglary other than dwelling 1, Take a conveyance (not motor vehicle or pedal cycle) 1, Theft from vehicle other than motor vehicle 1, Theft of conveyance other than motor vehicle or pedal cycle 1. Ulcombe - Theft of motor vehicle 1, Theft from motor vehicle 2, Theft of conveyance other than motor vehicle or pedal cycle 1, Burglary other than dwelling 2, Theft 1. (23)

Councillors wished to commend the Staff of the Village Store for the speed with which the shop was reopened after the ram raid on the 17th August. The shop is a vital amenity to the village and would have been sorely missed if the closure had to have been for any length of time.

123. FINANCES

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

123.2 An F & GP meeting was agreed for 7.00pm, Friday 28th October at 67 Charlesford Avenue to discuss the Precept application for 2012/2013. **ACTION - RFO**

124. REVIEW OF CLERKS' ROLES AND HOURS

Cllr Evans advised Councillors of the comparison of hours worked by the Clerks two years ago to the current year and explained there was an increase of 50% in the A/Clerks hours and nearly 75% in the Clerks hours. It was agreed that the Clerks needed further direction towards reducing excessive hours worked which should be included in the staff appraisals.

Cllr Davies requested the A/Clerk to forward copies of staff contracts and job descriptions as soon as possible so that staff appraisals could be carried out before the next PC meeting.

ACTION – Cllr Davies & A/Clerk

125. CONCURRENT FUNCTIONS / CORE STRATEGY / JPG

125.1 Concurrent Functions – Cllr Evans had previously circulated report of meeting with MBC, in which he advised of the retention of the CF Grant for 2012/2013, but suggested a meeting with RFO to discuss MBC proposals. **ACTION – Cllr Evans & RFO**

Cllr Evans proposed that the CF data completed by the RFO and viewed and approved by Cllrs Evans & Coleman should now be approved and sent to MBC for the 9th September, seconded by Cllr Forster and agreed by all. **ACTION - RFO**

Signature _____ Chairman

125.2 Core Strategy - There is a meeting with MBC at Langley Village Hall on 7th September at 6.30, Cllrs Cooper & Forster will attend with A/Clerk. **ACTION – Cllrs Cooper/Forster & A/Clerk**

125.3 JPG/Feria –Urbanism – There is a meeting of the JPG on Thursday, 15th September at the Tudor Marriot Hotel at 7pm to discuss the Core Strategy. Also due to information not being received via email the A/Clerk has had to book without consultation to Cllrs a meeting (the last one available) with Richard Eastham on Friday 16th September at 3pm at 67 Charlesford Avenue to discuss proposals /recommendations for the way forward for the parish. **ACTION –Cllrs Cooper & Davies & A/Clerk**

126. PLANNING

126.1 Applications

(i) **MA/11/1073– 3 Wildwood close, Kingswood** – *Erection to existing rear dormer window.*

No Comment

(ii) **MA/TA/10119/11 – 5, Holly Tree Close, Kingswood** - TPO Tree Surgery and Felling

Approve

(iii) **MA/11/1291 – Hollyshaw, Lenham Road, Kingswood** – erection of a single storey front extension.

Approve

ACTION – A/Clerk

126.2 Decisions (MBC)

(i) **MA/11/1095 – 2 Nine Oaks Court, Kingswood** – erection of a rear conservatory - *Approved with conditions*

126.3 Other - none

127. DATA PROTECTION ACT REGISTRATION

Cllr Forster has reviewed the application and will liaise with A/Clerk in preparation for submission.

ACTION – Cllr Forster/A/Clerk

128. EQUALITY ACT

Cllr Forster and A/Clerk had circulated a Draft Equal Opportunities Policy Statement previously – Cllr Davies felt that it needed further clarification and would make enquiries.

ACTION – Cllr Davies

129. RISK ASSESSMENT

A/Clerk had circulated a risk assessment proposal previously. Cllrs requested this to be re-circulated and put on the agenda for the next meeting.

ACTION – Clerks'

130. SUPER-FAST BROADBAND

130.1 As requested the A/Clerk had spoken with the newly appointed Project Manager and requested a brief report of his actions to date prior to this meeting, no report has been received and Mr Luck has not attended this meeting. Cllr Evans proposed that the A/Clerk contact Cllr Whittle for her advice regarding whether the emails she has received and the petition completed by villagers are sufficient for an application in the absence of a project manager to compile a business case for the application, seconded by Cllr Cooper and agreed by all.

ACTION – A/Clerk

131. RECREATION AND SPORTS FIELD

131.1 Weekly safety Inspections – completed by Cllr Forster and retained on file by A/Clerk.

131.2 RoSPA Annual Report – RoSPA Annual Safety Report has been received, overall the report shows there are no significant issues, any items mentioned have a low risk but are primarily covered as issues of wear and tear, a couple of concerns regarding overhanging branches has already been resolved.

131.3 Memorial bench - A/Clerk has spoken to the resident who wishes to place a bench in the sports field and she is happy to agree with the proposals made by Councillors. She will also fund the purchase and installment of the bench and will advise shortly on her preferred location.

131.4 Lenham Road footpath to Sports Field update – see Cllr Whittle's report (item 121).

131.5 Football goals/nets – Cllr Beaney has done a splendid job with securing the nets to the goal posts. Cllr Forster has noted that the nets are wearing very quickly and requested A/Clerk to check any guarantees.

ACTION – A/Clerk

Signed _____ Chairman

131.6 Scout Group Lease - unfortunately this cannot be signed and completed tonight as due to the resignation of the Chairman, Tom Hoy, the signatory details need to be changed. The A/Clerk has already advised MBC legal department of this change.

132. ROADS AND PAVEMENTS

As previously suggested by Cllr Whittle, Clerk has arranged meeting with Richard Dixon, KHS, 10:00am Tuesday 13th September – topics for discussion to be notified. Cllr Cooper will attend with Clerk

ACTION – Cllr Cooper & Clerk

133. REPORTS

133.1 Parish Forum – Paul Beaney report previously circulated. Cllr Davies extended the thanks of the Parish Council for all the work Cllr Beaney had put into establishing the forum.

133.2 Microshade VSM – A/Clerk report previously circulated, agenda item for F & GP Committee Friday 28th October.

Reports were received and retained on file.

134. CORRESPONDENCE FILE

134.1 ACRK – Invitation to Annual Meeting – 5.30pm, 13th October 2011 – Cllr Evans will attend.

134.2 CAB, Maidstone – Invitation to Annual Public Meeting – 7.45pm, 12th September 2011 – no Cllr available to attend.

135. ITEMS FOR NEXT MEETING'S AGENDA

- (i) Affordable Housing – Cllr Coleman
- (ii) Retirement Gratuities – Cllr Evans
- (iii) Review of Clerks' Roles and Hours/Staff Appraisals – Cllrs Evans & Davies

136. ANY OTHER INFORMATION

(i) Clerk had contacted Tessa O'Sullivan, Rural Housing Enabler, re: allocation of affordable housing properties Peter Pease Close, Ms O'Sullivan had supplied additional information, passed to Cllr Parvin for meeting with Andrew Connors, MBC.

(ii) A/Clerk read out e-mail dated 2nd September from Cllr Coleman re: Parish Affordable Housing – copy retained on file. Following discussion it was resolved to accept Cllr Coleman's offer to take over from the Clerk in this matter, thereby reducing the Clerks hours and to pursue with Cllr Parvin issues concerning the allocation of tenancies in Peter Pease Close to ensure future tenancies only go to persons with a proven connection to the village as originally intended.

ACTION – Cllrs Parvin & Coleman

(iii) A/Clerk read out email dated 2nd September from Cllr Beaney re: Parish Affordable Housing – copy retained on file

137. PLANNING ENFORCEMENT

No further reports or information

138. PARISH COUNCIL MEETINGS

The next full Meeting of the Parish Council will be held on **Monday 3rd October 2011** at Kingswood and Broomfield Village Hall commencing 7:30pm.

There was no further business; Cllr Davies closed the meeting at 9.40pm
