

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 3RD JUNE 2019 AT 8.00PM

PRESENT: Cllr J. Kaye (Chairman), Cllr R. Britain, Cllr G. Marchant, Cllr G. Rogers,
Cllr S. Satterley and Cllr S. Smith
APOLOGIES: Cllr R. Lake and Cllr B. Skipper
ABSENT: Cllr P. Croft
IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk) and District Cllr Osborne-Jackson.
County Cllr Lake attended the meeting for the Open Session only.

Open Session

Questions from Members of the Public

The Clerk reported that a question has been asked by a resident: "I notice that Penshurst (via James Millard) have erected a lookalike estate agent billboard on The Green to advertise their event. Do they have/need permission to do this as it is not advertising a Leigh event?" The Clerk has responded to say that if the sign is on The Green, the Parish Council will ask James Millard to remove it as it does not advertise a Leigh event. Members agreed, and also expressed concern that the swathe contractor had to cut around the billboard posts, of which there are a large number advertising the Penshurst event.

Closed Session

28. **Apologies for absence** were received from Cllr Lake and Cllr Skipper and members accepted their reasons for absence. Cllr Croft was absent.
29. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Marchant declared a DPI in item 36 – replacement of posts in Charcott – as his company will be providing a quote for the work.
30. **To review and adopt the Leigh Press and Media Policy**
Members reviewed and adopted the above policy. Proposed by Cllr Marchant, seconded by Cllr Satterley and all were in favour.

The Closed Session was suspended.

Open Session

Report by County Cllr Lake

County Cllr Lake reported as follows:

- i. KCC held a meeting to discuss the reduction of speed in villages to 20mph. Unfortunately, no progress was made, but C.Cllr Lake said that he has not given up on this issue. Geoff Bineham, the Schemes Project Manager for KCC Highways, is producing a Highways Improvement Plan and Town and Parish Councils can prioritise improvements in their areas. KCC has said that it wants communities to have a greater voice.
- ii. Drains in this area will be cleaned between August and the end of October, these will be drains on A roads and B roads but drains on other roads can be reported and added to the works programme, especially if these drains have not been cleaned for some time and there is a problem. Cllr Marchant reported that the gullies in the High Street have now been cleaned.
- iii. Highways are improving roads gradually. Mike Payton will be coming to the parish soon. Allan Gibbons has been promoted within the department and the new Highway Steward is Tim Johnson.
- iv. Confirmation has been received that the work to the Well Close hedge will take place in the autumn.

- v. The anti-skid surface at Laundry Cottage will be replaced. The Clerk queried whether this will be an anti-skid surface and C.Cllr Lake confirmed that it will be.
- vi. KCC will, from today, be charging for non-household waste materials delivered to Kent Household Waste Recycling Centres. There is a huge concern that fly tipping will increase in rural areas as a result. C.Cllr Lake will discuss other options with KCC. Cllr Marchant said that he was surprised that hardcore is being charged for as this can be recycled.
- vii. C.Cllr Lake said it is important that local families contact him if they need help with appeals for secondary school places and transport to school. There are 8 children from Edenbridge who are down to attend a school in Cranbrook in September, and C.Cllr Lake will fight this at appeal on behalf of the families.

Report by District Cllr Osborne-Jackson

District Cllr Osborne-Jackson reported as follows:

- i. A Govia Thameslink Railway (GTR) stakeholder meeting was held and D.Cllr Osborne-Jackson raised the issues relating to Leigh Station and Peshurst Station, and pushed for funding to be awarded to these two rural stations. He has now had confirmation in writing that funding of £30,000 has been awarded to each station. D.Cllr Osborne-Jackson has written regarding the Tonbridge to Redhill line to Tom Tugendhat MP, who has agreed to write a letter to the DfT requesting fair fares. If approved, this will give a discounted rate for travel from Tonbridge direct to London. Ticket machines do not always accept cash, which is not fair particularly for young people, and D.Cllr Osborne-Jackson has raised this issue with GTR.
- ii. D.Cllr Osborne-Jackson is standing on the following committees at SDC: CIL Spending Board, Housing & Health Advisory Committee, People & Places Advisory Committee (formerly the Economic and Safety Advisory Group) and the Standards Committee.
- iii. He has raised the request for more dog bins in his ward, and has arranged for some over-flowing litter bins to be emptied.
- iv. D.Cllr Osborne-Jackson has been approached regarding parking enforcement at school pick up and drop off times. He asked whether the Parish Council is in favour of this? A meeting will shortly be arranged with Dan Eaton, Headteacher at Leigh Primary School.
- v. He has attended a one-to-one meeting with the District Police Commander and also with the area PCSO, and will encourage the PCSO to attend the occasional Parish Council meeting.
- vi. D.Cllr Osborne-Jackson has also had a meeting with the Head of Housing to discuss issues with social housing in the ward.

County Cllr Lake left the meeting at 7.40pm.

Closed Session

31. To review the following GDPR policies and procedures:

- i. Information & Data Protection Policy
- ii. Document Retention & Disposal Policy
- iii. The Management of Transferable Data Policy
- iv. Members & Employee Privacy & Bring Your Own Device Acceptable Policy
- v. Email Contact Privacy Notice
- vi. List of Documents for Retention or Disposal
- vii. Inventory of Personal Data Captured, Stored and Processed

Members reviewed the above policies and procedures and confirmed that they are still current and fit for purpose. Proposed by Cllr Satterley, seconded by Cllr Smith, and all were in favour. Members reiterated that the Parish Council will only keep personal data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. Anybody may request the deletion of their data held by Leigh Parish Council at any time. Members were reminded that they must delete emails which contain personal information when the matter is no longer under discussion. Clerk to investigate online training for members on GDPR.

32. The minutes of the Leigh Annual Parish Council Meeting held on 13th May 2019 were approved and duly signed. Proposed by Cllr Marchant, seconded by Cllr Britain, and all were in favour.

33. To hear report of the Annual Parish Meeting held on Monday 20th May 2019

Cllr Kaye reported that the meeting was successful with a reasonable turnout. The SDC Conservation Officer gave a good talk. Brian Ball was pleased to accept the Community Award, and a nice letter of thanks has been received from Colin Stratton-Brown.

34. Planning

i. To consider applications received

- i. SE/19/01214/MMA: 9 Home Farm Close, Leigh TN11 8SB - Minor Material Amendment to SE/18/02760/HOUSE (single storey extension and conversion of single attached garage to form utility room). The originally approved drawings were based on a measured survey which didn't accurately reflect the existing buildings. New plan and elevations attached to this MMA application. Members supported this application.
- ii. SE/19/01222/LBCALT: 9 Home Farm Close, Leigh TN11 8SB – proposed single storey extension and conversion of single attached garage to form utility room. Members supported this application.
- iii. SE/19/01448/AGRNOT: Land to the west of The Bungalow, Prices Wood, Tonbridge Road, Leigh TN11 8HP - new access and hardstanding/ drop off pick up point for the Rain or Shine Forest Preschool for 4 mornings per week during term time only. Members had no objection to this application.
- iv. SE/19/01286/LDCPR: Ramhurst Oast, Powder Mill Lane, Leigh TN11 9AS - construction of a single storey detached garage and store as ancillary and extension of the existing driveway. Members had no comment on this application.

Since the last Parish Council meeting, the following comments were submitted:

- v. SE/19/01027/FUL: Meadow Bungalow, Powder Mill Lane, Leigh TN11 9AS - demolition of existing detached timber bungalow and garage/outbuilding; construction of replacement single storey dwelling with basement and outbuilding. Members supported this application.

ii. To discuss The Town & Country Planning (Permitted Development, Advertisement and Compensation Amendments)(England) Regulations 2019

- i. The Town and Country Planning (Permitted Development, Advertisement and Compensation Amendments) (England) Regulations 2019, SI 2019/907 bring into force some of the proposals outlined in the consultation response in England from 25 May 2019. Provisions include:
 - making permanent the existing temporary right to enlarge a dwellinghouse by up to eight metres in the case of a detached dwellinghouse or by 6 metres in the case of any other dwellinghouse, as permitted by Class A of Town and Country Planning (General Permitted Development) (England) Order (the GPDO), SI 2015/596, Sch 2, Pt 1 and removing the time limiting date of 30 May 2019
 - increasing the height limit of electrical upstands and outlets for recharging electric vehicles to 2.3 metres
 - introducing a new permitted development right allowing the change of use of a building falling within Class A1 (shops), Class A2 (financial and professional services), or Class A5 (hot food takeaways) of the Town and Country Planning (Use Classes) Order 1987 (the UCO), SI 1987/764, Sch or a betting shop, pay day loan shop or launderette, to a use falling within Class B1(a) (offices) of that Schedule
 - extending Class M of the GPDO, SI 2015/596, Sch 2, Pt 3 (retail and specified sui generis uses to dwellinghouses) to permit buildings with a use falling within Class A5 (hot food takeaways) of the UCO to also change use to a dwellinghouse
 - extending the GPDO, SI 2015/596, Sch 2, Pt 4, Class D (shops, financial, cafes, takeaway etc to temporary flexible use) to include certain Class D1 (non-residential institutions) uses of the UCO as a permitted temporary flexible use and extending the period of time that a building can be in a temporary flexible use from two to three years
 - removing permission for the installation, alteration or replacement of a public call box by, or on behalf of an electronic communications code operator
 - removing deemed consent to display an advertisement on the glazed surface of a telephone kiosk.

- ii. The government has published its response to its consultation on proposals to create and extend permitted development rights to support the high street and deliver new homes, which closed on 14 January.

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/799220/Government_Response_to_Planning_Reform_Consultation.pdf).

Following the feedback from the consultation, the government has indicated that it will:

- extend permitted development rights and use classes - this includes plans to: allow greater flexibility for change of use, use the airspace above existing buildings for additional new homes and extensions, remove the right to install new public call boxes and the associated advertising consent, increase the height threshold for the installation of off-street electric vehicle charging point and make permanent other existing time-limited rights
- consider the responses to extend local authorities' freedoms to dispose of surplus land at less than best consideration without seeking consent from the Secretary of State, thereby providing greater flexibility to dispose of surplus land in support of local development objectives. The government will announce the way forward 'in due course'
- make the first listed building consent order which will allow minor, routine works to the Canal & River Trust's listed waterway structures without the need for individual listed building consent applications. This will be done 'as soon as parliamentary time allows'
- publish a final version of draft guidance on the compulsory purchase powers of new town development corporations. This sets out, amongst other things, the factors which ministers will take into account when deciding whether or not to confirm new town compulsory purchase orders. This is intended to provide additional clarity to those with an interest in proposed new settlements, including promoters, investors, infrastructure providers, landowners and local communities.

iii. To report SDC planning application decisions

- SE/19/00774/HOUSE: Pauls Farm Oast, Ensfield Road, Leigh - proposed two storey extensions. Application approved.
- SE/19/00942/LBCALT: Hall Place, Penshurst Road, Leigh - re-instatement of the external wall, immediate remedial internal works and the cleaning of the external walls to the main house. Application approved.

iv. SDC Local Plan

The Clerk reported that the Secretary of State has appointed Inspector Karen Baker DipTP MA DipMP MRTPI to carry out the independent examination of the Sevenoaks Local Plan. She will determine whether it has been prepared in accordance with the relevant legal requirements and that it is 'sound' i.e. positively prepared, justified, effective and consistent with national policy. The Inspector is currently appraising the Local Plan and reading the representations received which is likely to take several weeks. Information on the examination is posted on the examination web pages of the Sevenoaks Council website. <https://www.sevenoaks.gov.uk/localplanexamination>.

35. The Green:

i. To discuss the refurbishment of the litter bins on The Green

To be discussed at the next meeting.

ii. To hear update regarding parking on The Green

The Clerk reported that she has had email correspondence with the owner of the Fish & Chip van and members reiterated their decision that both the Fish & Chip van and the Ice Cream van do not have permission to park on The Green, and they should be parked on Powder Mill Lane opposite the War Memorial.

36. Charcott:

To discuss repair or replacement of oak posts around Charcott Green

Cllr Marchant reported that an estimate to replace the posts around the triangle Green in Charcott, of which there were 18 but are now 12 or 13, would be £1,800 + VAT. This would be like-for-like, softwood posts. Cllr Marchant suggested that a site visit is made to agree positioning of the posts, and undertook to obtain an estimate for oak posts. To be discussed further at the July Parish Council meeting.

37. Powder Mills

The Clerk reported that there has been a complaint about the number of stones left in and on the ground of the children's play area. This issue has been sent onto Bellway Homes.

38. Highways & Environment

i. To discuss the Leigh Expansion and Hildenborough Embankment Project

The Clerk reported that she has emailed the Environment Agency and is awaiting a response.

ii. To discuss the Kent Men of the Trees 'Trees in the Village Competition 2019'. Cost £10

Members agreed to enter the competition again this year and pay the £10 entrance fee.

iii. To hear update regarding the Leigh in Bloom initiative

The following sites have been suggested by the Leigh in Bloom organisers. The Parish Council suggested that a planter could be placed at the bus stop in Powder Mill Lane in addition. General action for coming year if project goes ahead is to sweep areas and clean a list of signs to follow.

	First Year possible sites (permission to be determined)	Owner	Response
1	Village Gateway by Gibbs Field – planter.	Parish Council	Visibility issues, only low planters allowed. WI want to do this.
2	Along hedge going up to Church at South View	Resident	
3	Church: Lych Gate and Gate at Church Hill	Church	
4	Horse trough on corner Powder Mill Lane/ High Street/ Green	Parish Council	JF has done this and taken responsibility for maintenance
5	Triangle by Bell Cottage: already some planting, but potential for additional planting there and at bus-stop	Parish Council	Approval will be required from PC when details known.
6	Dog troughs – 2 along Hall Place Wall and also old gate entrance within the Wall	Hall Place	
7	Trough by Pump Cottage (and possibly extend around the trough)	Parish Council	Approval will be required from PC when details known.
8	Village halls – possibly baskets at entry; planting troughs?	VHMC	
9	Fleur de Lis – already planted up but perhaps could liaise with them	Fleur	
10	Saxby Wood – some potential for limited planting first year	WKHA	
11	Area by Bungalows/before Donkey Field: possible green area that could be planted?	SDC	
12	Well Close: area of green at entrance – possible planters?	Parish Council Well Close RA	Approval will be required from PC when details known.
13	Cricket Pavilion – potential for planting/planters (and clean/repaint)	Cricket Club	
14	Powder Mill Lane: small triangle up to Old Kennards	Parish Council	Approval will be required from PC when details known.
15	Powder Mill Lane, The Forstall – potential for planting/planters.	WKHA	
16	War Memorial – potential for all year planting	Parish Council	Approval will be required from PC when details known.

	Future Years: other possible areas:	Owner	Response
1	The Square - liaise with residents		
2	Areas around the school: i.e. around Jessica's Hall, within school area (i.e. where 'permanent' skip – skip now gone – but appears to be bags of sand remain	Residents of: Coach House Orchard House	
3	At entrance to school/school playground	School	Not recommended as would be a hazard and narrow pavement
4	In front of village shop	Shop	Not required.
5	In front of former Bat and Ball (liaise with owner)	Resident	
6	Well Close: area of land which could possibly have a planter/be planted?	Well Close RA	

iv. The Triangle at the end of Church Hill

The Clerk reported that there has been a request for this area to be trimmed as the hedging is hiding the Church Hill road sign and the church notice board. Clerk to ask Peter Croft to give the hedge a light trim after checking that there are no nesting birds in the hedge. If there are nesting birds, the hedge cut will have to be postponed until after 1st September.

v. The Pump House

The Clerk reported that the ancient repair at the foot of the right hand front column, viewed from the road, of the Pump had partly come away and fallen out. The resident has retained the section which could be re-fixed. Cllr Marchant undertook to liaise with the resident and carry out the repair.

vi. Notification of works to the Highway

- KCC will be carrying out post treatment works to the carriageway of Coppings Road, Leigh, between the junctions of Scabharbour Road and Compasses Road. Following road surface treatment earlier in the year KCC will now raise any ironwork and ensure that it is level with the new surface. These post treatment ironworks are programmed to start on the 10th June and should take 2 days to complete, between 8am and 5pm. During these essential works it will be necessary to close the road completely and a signed diversion route will be in place.
- KCC will be carrying out post treatment works to the carriageway of Powder Mill Lane, Leigh, between the junctions of The Forstall and Powder Mills. These post treatment ironworks are programmed to start on the 11th June and should take 2 days to complete, between 8am and 5pm. Pavements will remain open at all times, but vehicle access to properties will need to be restricted for a short period while work is carried out in front of each property.

vii. Kent Household Waste Recycling Centres

The Clerk reported that, following the public consultation undertaken last year, the KCC Cabinet Member for Planning, Highways, Transport and Waste, has now endorsed the recommendation for the 'charging for the disposal of non-household waste materials (soil, rubble, hardcore and plasterboard) at KCC Household Waste Recycling Centres' proposal. The charging policy starts on Monday 3 June 2019 at all 18 Kent Household Waste Recycling Centres, with details as follows:

Soil, Rubble & Hardcore: £4 per bag/item. Limited to 5 bags/items per day.

Plasterboard: £6 per bag/sheet. *Any bag up to the size of a standard black sack.

Payment will be by card only and there will be a dedicated member of staff to assist customers when they arrive at site with chargeable waste items. Information can be found in KCC's 'Operating Policy' document online at www.kent.gov.uk/recycling.

viii. Gullies on Ensfield Road

Cllr Britain reported that two gullies need clearing near the railway bridge on Ensfield Road. Clerk to report.

ix. Gully on Powder Mill Lane

Cllr Kaye reported that the gully under the A21 bridge need clearing as the area floods in heavy rain. Clerk to report.

39. Rights of Way

None.

40. To discuss the possible refurbishment of the Leigh Cricket Pavilion

Cllr Kaye and Cllr Satterley to discuss this with the Cricket Club with the aim of progressing the matter for discussion at the July Parish Council meeting.

41. Affordable Housing:

The Clerk updated the Parish Council with the current situation regarding the site search.

42. Aviation

The Clerk reported that the CAA has written to say: "Last October the Government gave the CAA, as airspace regulator, a decision-making role for a wholly new category of airspace change. This category is known as a planned and permanent redistribution of air traffic through changes in air traffic control operational procedure, or PPR for short. The Government had identified that while changes to airspace design are subject to the CAA's airspace change process, and need to be consulted on, air traffic control procedural changes can be implemented without consultation, even where the noise impacts from the resulting shift in the distribution of aircraft are similar. As a result, the CAA must introduce a new process for making these decisions by 1 November 2019. The purpose of this consultation is to seek views on our proposals for this new process, which we have based on the existing CAP 1616 process used for proposed changes in airspace design.

Proposed PPR process: Our consultation document describes the different stages of the proposed PPR process and the activities involved. The process begins with the air navigation service provider identifying whether an operational procedure change might qualify as a PPR and explaining why it is needed. The air navigation service provider must then assess and compare the impacts of the options available to meet that need, consult those potentially affected about the option(s) chosen, and take feedback into account in any final proposal.

How to respond to this consultation: Please visit our dedicated consultation website to download our consultation document. We are asking for comments before 07 July 2019. We cannot commit to taking into account comments received after this date. Please note that the consultation is about our proposed decision-making process, but not about the merits of the policy itself, which is a matter for the Government." The consultation can be found at <https://consultations.caa.co.uk/policy-development/ppr-decision-making-process/>. Members agreed to wait for HWCAAG draft response.

43. Aged Persons Dwellings

Cllr Marchant agreed to look at the path at No. 2 The Bungalows again with Cllr Croft with the view to lay resin at the joints where there is a slight gap.

44. To discuss the Family Fun play events on The Green 2019

The Clerk reported that the summer event will be held on Friday 23rd August from 10am to 2pm on The Green. Additional activities have been investigated and the Clerk has recommended that the Circus Workshop be booked for the four hours, at a cost of £250 plus an additional £25 for giant bubbles. Circus Workshop is an Equity Member, has Public Liability Insurance and is CRB approved.

45. To report on correspondence received

The Clerk reported that lists of correspondence received have been circulated, and drew members' attention to the following:

- i. Item 3: KCC: Kent Minerals and Waste Local Plan 2013-30 - Kent Mineral Sites Plan. Early Partial Review to the Kent Minerals and Waste Local Plan. Following the Regulation 19 Pre-submission consultation earlier this year, both Plans have now been submitted to the Planning Inspectorate.

(Cllr Smith left the meeting at 10.05pm)

- ii. Item 7: Kent Police: "A new concerning trend to be aware of is the disposal of baled waste. The waste is predominantly plastic, builders/commercial/household waste that cannot be recycled and which has no monetary value. The waste is compressed into a block or 'bale' and concealed by plastic strapping. These criminal offences have not been the random or opportunistic dumping of waste, but rather systematic and organised crime where secure sites have been targeted using, what appears to be, legal and above board measures through the property and land leasing process.

The criminals turn up with very convincing paperwork, rent a building for an apparently legal activity and then leave the site filled with baled waste. The building owner can face a large clean-up bill that can run to hundreds of thousands of pounds. There have been no reported incidents of this type across Kent this year but I would urge property and landowners across the County to be extra vigilant after investigations reveal that 'baled waste crime' is on the increase across the South East."

- iii. Item 8: SDC: The environment secretary Michael Gove has announced a £10m fund to help encourage the planting of over a hundred thousand trees in urban areas across England. The Urban Tree Challenge Fund will make grants available over the next two years for towns and cities wishing to plant more trees in their parks and green spaces. Planting trees helps fight climate change, but also helps improve health and wellbeing, absorb noise and reduce flood risk. The scheme, which will be administered by the Forestry Commission, will be open to individuals, local authorities, charities and NGOs.
- iv. Item 9: KALC: the Environment Agency launched a consultation on its draft National Flood and Coastal Erosion Risk Management Strategy for England (see <https://consult.environment-agency.gov.uk/fcrm/national-strategy-public/>). The consultation document explains that:
The draft strategy vision is: for a nation ready for, and resilient to, flooding and coastal change – today, tomorrow and to the year 2100.
The draft strategy has been split into 3 high level ambitions:
- climate resilient places,
 - today's growth and infrastructure – resilient to tomorrow's climate; and
 - a nation of climate champions, able to adapt to flooding and coastal change through innovation.
- The delivery of these ambitions is achieved through a series of strategic, longer term objectives and shorter term measures. Alongside the final strategy the Environment Agency will publish an action plan detailing how it will work with partners to deliver the ambitions, strategic objectives and measures included in the strategy. The deadline for responding to the consultation directly to the Environment Agency is 4 July 2019. The KALC Planning Advisory Committee will be considering the consultation at its next meeting on 5 June.
- v. Item 13: Email from David Furneaux, Leigh Football Club regarding a possible grant request for new kit. Members felt that this is not something that the Parish Council can approve, but suggested that the Football Club pursue sponsorship as indicated.
- vi. Item 14: Invitation to a stakeholder workshop – Working together to build a resilient water future for the South-East: "We are writing on behalf of Southern Water, South East Water and Portsmouth Water to invite you to a stakeholder workshop where your feedback will help shape our proposed approach to addressing some of the major challenges the water sector is facing in the coming years. The population of the South East is growing rapidly. In addition, the impact of climate change will mean more droughts and extreme weather in the coming years. In short, there will be more people needing our water and wastewater services, with less water to go round - with the additional challenge of keeping bills affordable for all. In order to address these issues, it is vital we work in collaboration with each other as water companies, as well as with key stakeholders. We are hosting four workshops across the region. They will give you an opportunity to feed back on, and contribute to, our future plans to ensure that we can continue to provide a safe and reliable service that is resilient to the long-term challenges we face.
The topics we will be discussing on the day will include, but not be limited to:
- Water resources, droughts and the co-delivery of our regional campaigns
 - Our water conservation initiatives, such as Target 100
 - Our proposals to help customers in vulnerable situations and those who struggle to pay their bills
 - How we can continue to innovate through working in collaboration
 - The role our stakeholders can play in helping us to produce a Social Contract
 - Helping to support economic growth in your region
 - The work we are doing to protect the environment
 - Our plans for a new reservoir at Havant Thicket
- Nearest workshop is at The Hilton Hotel, Maidstone on Friday 28th June, 10.00 to 13.15 with lunch and optional afternoon session 14.00-15.00.

46. To discuss the Rural Swathe and Visibility Cutting Contract 2019

The Clerk reported that the first cut of the rural swathe and visibility areas has been carried out. Members agreed that the verges look much neater and are much safer as a result.

47. Finance:

i. To approve 2018/19 Year End Accounts

Cllr Kaye proposed that the Year End Accounts be approved, this was seconded by Cllr Britain and all were in favour.

ii. To review the effectiveness of the Parish Council's Internal Audit Procedures

Members considered the Parish Council's Internal Audit Procedures in detail. It was agreed to remove item 4: "Original invoices are circulated at Parish Council meetings and members are encouraged to check and initial them." This control is not required. Members agreed that the Internal Audit procedures remain effective. Proposed by Cllr Britain, seconded by Cllr Marchant, and all were in favour.

iii. Audit for year ending 31st March 2019

a. to consider and agree Annual Governance Statement 2018/19: Cllr Kaye read the statements as set out on the Annual Governance Statement and members responded as appropriate.

b. to consider and approve Accounting Statements 2018/19: Cllr Marchant proposed that the Statement of Accounts be approved, this was seconded by Cllr Britain, and all were in favour.

c. to discuss the Internal Auditor's report: the Clerk reported that the only comments from the internal auditor were to ensure that the Internal Control Procedures are in accordance with the Finance Regulations, which have been amended and approved above, in relation to online banking procedures.

iv. To approve membership renewal to Society Local Council Clerks: £110.00

Proposed by Marchant, seconded by Cllr Britain, and all were in favour.

v. To approve list of payments

Cllr Marchant proposed that the list of payments be approved. This was seconded by Cllr Satterley and all were in favour. Cllr Kaye and Cllr Britain undertook to authorise the online payments.

48. Items for reporting or inclusion in future agenda

None.

The meeting closed at 10.30pm.

Signed

Date

**LEIGH PARISH COUNCIL
LIST OF PAYMENTS
June 2019**

Date	Payment Number	Payee	Detail of payment	Amount Inc. VAT	VAT
03.06.19	131	Clerk	Salary	£797.12	
03.06.19	132	HMRC	PAYE	£318.11	
03.06.19	133	Clerk	Mileage, petty cash & work fm home allow	£184.68	
03.06.19	134	KCC	Pension contribution	£321.44	
03.06.19	135	SLCC	Membership renewal	£110.00	
03.06.19	136	SDC	Moving of dog bin Hunter Seal	£132.00	£22.00
03.06.19	137	Kent Men of Trees	Trees in the Village Competition entry fee	£10.00	
				£1,873.35	£22.00

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