

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 5TH DECEMBER 2016 AT 8.00PM

PRESENT: Cllr. C. Stratton-Brown (Chairman), Cllr P. Croft, Cllr A. Johnston, Cllr J. Kaye, Cllr R. Lake, Cllr G. Marchant and Cllr L. Provan

APOLOGIES: Cllr R. Britain, Cllr S. Smith and County Cllr Pearman

IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk). District Cllr Lake and members of the public attended the meeting for the Open Session only.

Open Session

1. David Evans attended the meeting in order to discuss the informal twinning proposal with members. He said that twinning must be considered as a long term partnership between two communities, and moral support would need to be given to the twinning association if set up. Lavergne is a very small village in South-West France, near Miramont-de-Guyenne and the Pyrenees mountains. It has a population of 600. Joint activities would need to be arranged in order to bring the two communities together, visits would be arranged, and hopefully the two primary schools could be linked. Lavergne has suggested an informal twinning arrangement, this will need investigation. Costs will be incurred if the twinning goes ahead for items such as publicity, purchase of gifts, provision of welcome meals etc. Funding may be available, and fund raising can be carried out, possibly with a grant from the Parish Council. David suggested that, if the Parish Council wants him and Kelly to seek support locally, members should decide whether in principle they wish to proceed to the next stage.
2. Terri Measures attended the meeting in order to put a proposal to the Parish Council for consideration regarding Hall Place. Terri suggested that the Parish Council should consider the purchase of Hall Place, currently on the market for £7 million, with the help of a grant from the Heritage Lottery Fund. Terri suggested that, if purchased, the building could be turned into a new primary school facility. If the proposal is to proceed, a non-profit-making organisation will need to be formed. Members agreed to consider the proposal at the next Parish Council meeting and, in the meantime, Cllr Croft undertook to show Terri around the house and discuss the matter further.
3. Chloe Bates, Chairman of Leigh School PTA, attended the meeting in order to discuss the use of The Green, in particular for the school fete on the 6th May. The Cricket Club has a match fixture booked in for that day. Item to be considered later on the agenda.
4. Ian Davidson attended the meeting in order to ask for an update on the clearance of Crandalls Pond.

Report by District Cllr Lake

District Cllr Lake reported that there is a notice on the door of the Fleur de Lis public house asking for representations by 15th December for consideration as part of the noise abatement notice. He said that the landlord is complying with the recommendations made by the Licensing Officer. There will be a hearing at SDC's offices and D.Cllr Lake said that he would apply to speak at the meeting. It is important that there is a good attendance at the hearing but people who wish to speak must book themselves in and they must ensure that their points are relevant. D.Cllr Lake reported that the application for Forge House, Charcott, will be discussed by the SDC Development Control Committee on 8th December. The committee members will attend a site visit in the morning. D.Cllr Lake reported that he has received an email from UK Power Networks regarding the number of powercuts in the area and asked that vulnerable people contact them as they will receive priority treatment if there is a powercut. Clerk to mention on the website and in the parish magazine. There is to be a temporary road closure from 6th February for 19 days on the B2027 from Knotley Hall to Compasses Road. This is to allow UK Power Networks to repair or replace electrical cables. D.Cllr Lake said that he has not had responses from SDC on the following items, despite regular chasing emails: Brookside Barn, Yew Tree Bungalow, Manor Buildings or Bellway construction vehicles using Powder Mill Lane. D.Cllr Lake said that he will now take these items up with the Chief Executive of SDC as the lack of response from officers is unacceptable.

District Cllr Lake and members of the public left the meeting at 9pm.

Closed Session

- 109. Apologies for absence** were received from Cllr Britain and Cllr Smith, and members accepted their reasons for absence. Apologies for absence were also received from County Cllr Pearman.
- 110. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Marchant declared a DPI in item 113(iv) as his company carried out the work to improve Charcott Green.
- 111. The minutes of the Leigh Parish Council meeting held on 7th November 2016** were approved and duly signed. Proposed by Cllr Johnston, seconded by Cllr Croft and all were in favour.

112. Planning

- i. To consider applications received
 - i. SE/16/01615/HOUSE: Windfalls, Penshurst Road, Leigh TN11 8HL - Minor Material Amendment to SE/16/01615/HOUSE (Demolition of single storey flat roofed extension and erection of a part of two storey and part single storey extension) to show removal of chimney breast and stack, installation of woodburning stove double insulated flue pipe, installation of PV solar panels on rear elevation and alterations to fenestration. Members wished to object to this application as they were concerned about the number of PV solar panels and their reflective quality. As there was insufficient information on the panels included in the application, members were unable to support it.
 - ii. SE/16/03486/CAN: BT Telephone Box, South-East of Charcott Green Cottages, Charcott TN11 8LH - removal of BT public payphone. Members had no objection to the removal of the telephone equipment but wished to adopt the red heritage phonebox.
 - iii. SE/16/02593/CONVAR: Old Powder Mills, Powder Mill Lane, Leigh TN11 9AN Revised Lighting Plan. Variation of condition number(s): 9 (lighting), 21 (Code for Sustainable Homes) and 48 (Approved plans) of SE/14/00487/FUL - Development of Old Powder Mills comprising (a) detailed permission for construction of 73 no. detached, semi-detached and terraced houses with garaging and parking, play area, amenity space and open space and (b) outline permission, with all matters reserved except for access, for the provision of serviced land for a building of 1,582 sq m for B1(a) and B1(b) purposes, following demolition of all existing pharmaceutical research laboratories and offices, plant and machinery and hardstanding areas (except part of Building 11). Alterations and improvements to existing accesses onto Leigh Road and Powder Mills and closure to vehicles of a third access onto Powder Mills. Members supported this application.
 - iv. SE/16/03233/FUL: Land north of unit 18, Gaza Trading Estate, Scabharbour Road, Hildenborough TN11 8PL - change of use of existing building north of unit 18 to a dog grooming studio. Members supported this application.
 - v. SE/16/03460/LBCALT: 2 Forge Square, The Green, Leigh TN11 8QR - internal alteration at ground level consisting of increasing single door opening between dining room and lounge. Members supported this application.
 - vi. SE/16/03444/CAN: BT Telephone Box North of the Junction with Church Hill, High Street, Leigh TN11 8RH - removal of BT public payphone. Members asked for the usage statistics for this phone. If usage is low, members had no objection to the removal of the telephone equipment.
 - vii. SE/16/03445/CAN: BT Telephone Box at Barnetts Wood Picnic Site, Sevenoaks Bypass south layby - removal of BT public payphone. Members had no objection to the removal of the telephone equipment or the phonebox.
 - viii. SE/16/03542/HOUSE: Oak Tree Cottage, Powder Mill Lane, Leigh TN11 8QD - removal of shed and fence and the erection of single storey extension. The Planning Committee undertook to consider this application and agree a response prior to the deadline.
- ii. To hear update regarding construction vehicles using Powder Mill Lane
See D.Cllr Lake's report in the Open Session.
- iii. To report SDC planning application decisions
 - SE/16/02739/HOUSE: Rookery View, Penshurst Road, Leigh – demolish existing single storey side and rear extension and conservatory.

Also the erection of a two storey side and single storey rear extension. Application refused. Reason: The land lies within the Metropolitan Green Belt where strict policies of restraint apply. The proposed extension would result in disproportionate additions to the original house and constitute inappropriate development harmful to the maintenance of the character of the Green Belt and to its openness. No very special circumstances exist to clearly outweigh the harm to the Green Belt, contrary to the National Planning Policy Framework, policy GB1 of the Sevenoaks Allocations and Development Management Plan, Policies SP1, LO8 of the Sevenoaks Core Strategy and Sevenoaks Development in the Green Belt SPD.

- SE/16/02845/FUL: 9 Garden Cottages, Leigh – proposed dwelling attached to 9 Garden Cottages. Application refused. Reasons: (1) The proposal, by reason of the restricted nature of the site combined with the two storey height, roof form, scale, massing and elongated design would represent an incongruous form of development which would detract from the visual amenities of the locality. (2) The proposed development of the site to provide one 2 storey house, by reason of the siting, scale, layout and design, would represent an overbearing and unneighbourly form of development detrimental to the amenities of the neighbouring residential occupiers at no.9 Garden Cottages. (3) The proposed new dwelling would affect the design integrity and group value of Nos. 9 - 14 of Garden Cottages as a whole. As such, the proposed development would have a harmful effect on the historic significance of this non-designated heritage asset. (4) On the basis of the information submitted to date, the proposals would fail to provide acceptable associated vehicular parking and would be likely to exacerbate existing pressure for parking on the adjacent road network and estate roads to the detriment of the convenience of neighbouring occupiers and highway safety in general.
 - SE/16/02846/FUL: 14 Garden Cottages, Leigh – proposed dwelling attached to 14 Garden Cottages. Application refused. Reasons for refusal same as above for 9 Garden Cottages.
 - SE/16/02974/LDCEX: Romney Hut, Whitepost Farm, Station Hill, Chiddingstone Causeway: continuous use of a building and ancillary land for storage purposes. Application approved.
 - SE/16/03342/WTCA: Oak tree at Gowers, The Green, Leigh – crown reduce on oak tree by 25% in the Conservation Area. Application approved.
 - SE/16/03343/WTCA: Oak tree by Leigh School – crown lift to approximately 3m. in the Conservation Area. Application approved.
 - SE/16/03541/WTCA: Corawell, Kiln Lane, Leigh TN11 8RT – to reduce lower limbs of Douglas Fir, to reduce crown of Maple and to reduce height of Apple Tree. Application approved.
 - SE/16/02969/HOUSE: The Cottage, High Street, Leigh – demolition of original single storey addition and replace with a two storey rear extension. Application approved.
 - SE/16/01979/HOUSE: Pauls Farm Barn, Ensfield Road, Leigh – erection of single storey timber garden shed. Application approved.
- iv. Notification that the following application will be considered by the Development Control Committee in the Council Chamber on 8th December at 7pm: SE/16/0659/HOUSE: Forge House, Charcott, Leigh TN11 8LG – erection of single storey outbuilding.
- v. Notification that the following appeal is dismissed:
 Appeal A: APP/G2245/W/16/3149001 (SE/15/02111/HOUSE)
 Appeal B: APP/G2245/Y/16/3148991 (SE/15/02112/LBCALT)
 Little Moorden, Cinder Hill Lane, Leigh TN11 8HU. The development proposed was enlargement of existing front extension at ground floor and first floor.
- vi. To consider applications to remove BT public payphones, and consider either adopting the existing phone boxes or to replace with a vintage red phone box
- i. Members agreed to open discussions with BT as to the adoption of the heritage phonebox in Charcott, asking that BT continue to supply the electricity at their own cost.
 - ii. Members agreed that, if the new style phonebox at Church Hill, Leigh, is removed by BT, they will consider the purchase of a second-hand heritage phonebox at the January Parish Council meeting.

- vii. To consider SDC's proposal to stop sending Town and Parish Councils paper copies of applications
 The Clerk reported that she responded to Richard Morris at SDC to say that the Parish Council objects to SDC's proposal to stop sending paper copies of planning applications for the following reasons:
1. Only paper copies can be taken on a site visit
 2. Plans cannot be measured with a scale rule when the plans are so small if printed on A4 paper.
 3. It is not easy to see dimensions on a laptop as the scale is too small.
 4. It is not easy to compare current and previous applications on a laptop.
 5. The cost of a new printer to allow large scale plans to be printed is prohibitive.
 6. SDC may be saving money on postage (the only saving as applicant pays for the additional plans to be sent to Town and Parish Councils) but the Parish Council will have to spend time and money to access and print the plans. It's not a money saving exercise, as SDC would be shifting the cost onto the parishes.
- viii. SE/16/01557/LDCEX: Manor Buildings, Powder Mill Lane, Leigh TN11 9AS
 See D.Cllr Lake's report in the Open Session.

113. Highways & Environment

- i. To discuss drainage and flood related issues including the Community Flood Plan
 None.
- ii. To hear update regarding the clearance of Crandalls pond and discuss SDC's request for funding
 The Clerk reported that SDC has requested a contribution towards the cost of clearing the pond. The quote they have received for the work is from C.J. Gray in Mayfield. The specification is:
1. To take down a section of railings to facilitate access to the pond from the road side.
 2. Lay timbers to form temporary roadway across the grass to the pond area.
 3. Pump out the pond and leave to dry for a few days. Re-visit and pump out again if necessary.
 4. Cut back the trees and foliage to reduce the amount of leaves being dropped into the pond and to let more light in and air flow around the pond.
 5. Supply a tipper lorry and an excavator to load and remove the silt and vegetation in the pond. The estimated volume to remove is 80m³ once the water is removed. Each lorry can only take half of a load at a time because of the wet nature of the material.
 6. Remove the silt and dispose of in a licensed landfill facility.
 7. On completion replace the fence and secure the pond.
 8. Lift and remove the temporary roadway and carryout any making good.
- For the sum of £4,350.00 plus VAT
 Members asked the Clerk to respond to David Boorman to say that, unfortunately, there is no budget available to allow the Parish Council to give a contribution towards this cost. Members suggested that SDC contacts Southern Water for a contribution.
- iii. To consider road safety in the parish and consider action required
- i. The Clerk reported that she has received a complaint from the residents of Upper Kennards regarding the lack of visibility at the junction of their driveway and the B2027 as the new gateway and, in particular, the new Leigh village sign, obscures the sight-line. KCC has visited but feel that the sight-line is acceptable and it would cost too much to move the Leigh sign. Members agreed that visibility is poor for drivers exiting the driveways on the Leigh side of the gateway. Cllr Croft undertook to consider how the Leigh village sign could be moved and to provide a quote for the work.
 - ii. Cllr Stratton-Brown reported that vehicles are being driven at speed on Pauls Hill. Clerk to ask PCSO Laura Morris to carry out speed checks during school pick up times and commuter-busy times. The speed limit is 60mph, or whatever is a safe speed limit.
 - iii. Cllr Croft reported that cars are parking on Powder Mill Lane near the War Memorial.
 - iv. Members were still concerned about the Reliance Recovery vehicle parked in the High Street. The Clerk reported that PCSO Laura Morris has been in touch with the company and they have no objection to the driver parking the vehicle there. However, members felt that it is not parked in a safe position. Members to consider a request for double yellow lines to be painted on the road from Church Hill to Charlotte Cottages, opposite the hair dressers.

- iv. To discuss works to improve the Green in Charcott
Cllr Stratton-Brown reported that lorries have been driven on the green, to the inside of the new grasscrete section recently laid. Members agreed that Charcott residents should consider what can be done to improve the situation and protect the green. Cllr Lake undertook to seek local opinion.
- v. To consider applications for tree works:
None.

114. Rights of Way

- i. To hear ROW report
Cllr Kaye reported that he is still waiting for the KCC software to be released which will assist the Countryside Access Wardens.
- ii. To hear update regarding the request for a permissive path at Paul's Hill Cottage
Cllr Stratton-Brown reported that he is in the process of discussing this matter with Cllr Britain. Item to be discussed at the January Parish Council meeting.

115. The Green

- i. To hear update regarding the programmed improvement works to The Green
The Clerk reported that phase one of the programme is complete, the irrigation system has been successful and the grass has grown. The application for the grant from Sport England is in the process of being submitted.
- ii. To approve payment for works on The Green
The Clerk reported that TMGS have submitted their invoices for project management to date. These amount to £5,810 + VAT. This net amount will be claimed from Sport England. Cllr Marchant proposed that the invoice be paid, this was seconded by Cllr Croft and all were in favour.
- iii. To discuss use of The Green
The Clerk reported that it was agreed in March 2016 that the Cricket Club would keep The Green free on two Saturdays a year, one Saturday for the Fun Fair and one Saturday for the Horticultural Society Show / Superstars event. Members were keen to support school activities however. It was agreed that the school and other village organisations must approach the Parish Council for approval to use The Green before the Cricket Club agrees its fixtures. Clerk to ask Ian Bishop when this should be. Clerk to ask the school for a few dates over the summer for their fete and Clerk to ask Ian which date would be most convenient for the Cricket Club. Members were keen for all village organisations to work together and to try and accommodate each other. There was concern that The Green may not be available anyway for the early cricket matches next year due to the programme of improvement works
- iv. To discuss works to trees on The Green, and agree costs
 - i. Oak tree by drive to Gowers: The Clerk reported that approval for the work has been received from SDC and she has instructed RWE to proceed. The work will be carried out during the week commencing 6th February.
 - ii. Oak tree by the school: The Clerk reported that approval for the work has been received from SDC and she has instructed RWE to proceed. The work will be carried out during the week commencing 6th February.
 - iii. Oak tree on Charcott Green: RWE will carry out this work during the week commencing 6th February.
 - iv. Veteran Oak:
 - i. Soil care and fertilization: to apply Phosphite 30 and inject phosphites into root zone and spray foliage to promote vitality and improve resistance to disease and stress. Price: £205 + VAT. Members agreed not to carry out this work at the current time.
 - ii. Mulch: to supply and lay 1-2cm layer of wood chips. The area should extend 5 metres from the root collar of the oak tree. Mulch helps to improve the soil conditions and moisture retention, and will protect the tree from mechanical injury. Price: £300 + VAT. As mulching is part of the root invigoration quote below, this work as a separate job is not required.
 - iii. Cabling: to install four supplemental support cables to limit branch movement and to reduce the risk of branch failure. Price: £995 + VAT.

The supports will require periodic inspection for evidence of fatigue and to verify functionality. Members approved the quote and Clerk to ask Bartletts to carry out this work.

- iv. Root invigoration: to cultivate the soil beneath the tree using an Air-Spade to improve soil health and promote root development. A radius of approximately 5m. from the trunk will be cultivated to a depth of 6-8cm. The soil should be irrigated regularly following treatment to keep soil moist if adequate rainfall does not occur. Ciochar will be added to the soil, and mulch will be applied to an approximate depth of 1-4 inches to the treated area following cultivation. Price: £995 + VAT. Members approved the quote and Clerk to ask Bartletts to carry out this work.
- v. To consider annual tree inspections
The Clerk reported that Bartletts have quoted as follows:
 - i. To carry out a detailed 3 year management plan on the trees in Leigh Green (roughly 25), it will cost £495 + VAT. This will give you a 3 year plan for the trees and costing (if any work is needed) for each year.
 - ii. To carry out an annual visual inspection of all trees will cost £250 + VAT.Members agreed that this is a very important responsibility, and agreed to ask Bartletts to carry out an annual visual inspection of all trees at a cost of £250 + VAT per annum. Bartletts to be asked prepare a written report and recommendations for the Parish Council's consideration each year.

116. Housing

- i. To consider the provision of Affordable Housing in the parish
The Clerk reported that SDC's housing needs survey will inform SDC's new Housing Strategy. The Clerk asked whether members wished to open formal discussions with SDC regarding their own Housing Needs Survey so that once SDC's strategy is agreed Leigh can be one of the first parishes to work on their own survey. Members agreed and Clerk to contact Gavin Missons accordingly.
- ii. Update on Garden Cottages
The Clerk reported that an email was received from Andrew Kefford at SDC: "I have spoken with the developer, of the 22 properties two have regulated tenancies and will therefore be able to remain. The remaining 20 are in need of refurbishment and are not currently obtaining the market rent so the developer wishes to develop and sell them. They intend to do this over a 3-5 year period and are giving their tenants as much prior notice as possible. 6 have currently got notice, to expire in February 2017, 1 of which has already secured alternate accommodation and left. The developer seems very open to working with us to support the residents to move on which I am pleased to report." Members agreed to arrange a date to meet the developers. Cllr Stratton-Brown, Cllr Smith, Cllr Provan, Cllr Marchant and Cllr Croft undertook to attend.

117. Aviation:

- i. To hear report of the High Weald Councils Aviation Action Group
The Clerk reported that the next HWCAAG meeting has been arranged for Tuesday 13th December at 7.30pm in The Small Hall, Leigh.
- ii. To hear report of the tour of Gatwick Airport on 29th November
Cllr Stratton-Brown said that the tour was very interesting and worthwhile.

118. To hear update regarding the proposal for Leigh to twin with Lavergne

Members agreed that David and Kelly Evans should proceed with their investigations and seek local support for the proposal to twin with Lavergne.

119. Leigh Village Halls report

None.

120. Aged Persons Dwellings

Cllr Stratton-Brown reported that he and Cllr Marchant have yet to look at the path and step as it needs to be seen when it's raining. Both members agreed to do this as soon as possible.

121. To consider sharing the cost of a parish caretaker with neighbouring parishes

The Clerk reported that Penshurst Parish Council is considering taking on a parish caretaker to do odd jobs in the parish and asked whether Leigh, Chiddingstone and Hever parishes are interested in sharing his services. Their recently retired caretaker used to sweep the gutters through Penshurst, attack the larger weeds at the road edges, kept the bus shelter clean, cut back overhanging brambles from pavements, pick up litter etc. Members did not wish to share a caretaker with neighbouring parishes at the current time as Cllr Croft is happy to undertake such work on behalf of the Parish Council.

122. 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: Email from Matthew Scott, Kent Police & Crime Commissioner: Policing in Kent 2017-2021: The existing Police and Crime Plan ends on 31 March 2017, to be replaced with a new plan for 2017-2021.
- ii. Item 4: ACRK: invitation to the 93rd Annual Meeting of Action with Communities in Rural Kent on Wednesday 14th December 2016 and also the nomination for election on the trustee board.
- iii. Item 5: Kent Police Rural weekly report.
- iv. Item 6: Tom Tugendhat monthly newsletter.
- v. Item 8: Email from Matt Boughton, Tom Tugendhat's office: "Thank you for sending Tom a copy of your responses to the Department for Communities and Local Government's 2017/18 Local Government Finance Settlement Technical Consultation Paper. As many of the responses highlighted consistent underlying themes, Tom has sent each and every one of them to Sajid Javid MP, Secretary of State for Communities and Local Government along with the attached letter."
- vi. Item 11: Kent Police:
 - Between 3:00pm on Saturday 15th October and 11:00am on Sunday 16th October, an Lfor Williams horse box was stolen from a driveway in Leigh.
 - Between 12:01am on Friday 1st January and 11:59pm on Thursday 20th October, some flowers and a wall had been damaged at the residential property by some local youth in Leigh.
- vii. Items 15 and 21: SDC has recently commissioned a housing study to provide detailed commentary on the housing needs identified in the Strategic Housing Market Assessment (SHMA 2015). A questionnaire was sent to every household in the District, and there was a healthy and meaningful response which will enable them to identify a clear picture of needs within the District at Ward level. Prior to the findings of the study being presented to the Sevenoaks District Housing and Health Advisory Committee in February, SDC is holding stakeholder events on Wednesday 18 January. The first session will run from 2pm to 4pm in the Council Chamber, Sevenoaks District Council Offices. Refreshments will be served on arrival from 1.30pm. The second session will run from 7pm to 9pm in the Conference Room. Refreshments will be served on arrival from 6.30pm.
- viii. Item 19: KALC: Parish News November 2016.
- ix. Item 20: SDC News Release: (i) Free car parking on Saturdays 10th and 17th December. Visitors can park in car parks and on street spaces without the need to buy a pay and display ticket. However, to help ensure fair access for all, the usual restrictions will apply, meaning residents must park in a valid space and stay no longer than the maximum time allowed on paying days. (ii) SDC has taken the top spot at the 2016 Guardian Public Service Awards. The Guardian Awards are recognised as the gold standard for organisations that deliver outstanding services in the public and charity sector. At a ceremony in central London on 29 November, the Council firstly picked up the award in the Finance category for its work to become financially self-sufficient and a few minutes later it scooped the prestigious 'Overall Winner' award.
- x. Item 22: KALC Sevenoaks agenda for meeting 9th December at 7pm. Cllr Robert Piper will speak on Local Plan for SDC preparations at 7pm. The AGM will follow.
- xi. Item 23: KCC: Notification of Preparation of Kent Minerals and Waste Sites Plans, Call for Sites.
- xii. Item 24: Notification of Temporary Road Closure – B2027 Tonbridge Road, Chiddingstone Causeway – from 6 February 2017 for up to 19 days. The road will be closed from Knotley Hall to Compasses Road. The alternative route is via B2176 Moorden Lane/Station Hill, Penshurst Road and vice versa. The closure is to enable the removal and installation of cables to be carried out by UK Power Networks.

123. To consider and update Risk Assessment

Cllr Lake reported that he has started to update the risk assessment, which will be ready for review at the next Parish Council meeting. Cllr Stratton-Brown thanked Cllr Lake for his help.

124. Finance:

- i. 2016/17 Accounts:
 - i. Actual and Year End Forecast
 - ii. Earmarked Reserves

Cllr Stratton-Brown circulated updated accounts to all members and the Actual and Year End Forecast figures were discussed in detail.

- ii. 2017/18 Accounts:
 - i. Draft Budget and Precept requirements
 - ii. Draft Earmarked Reserves Budget

The draft budget for 2017/18 and precept requirements were discussed. The Clerk has asked SDC for the tax-base figure for next year. When this is available, the percentage change in precept will be assessed. Item to be discussed and agreed at the January Parish Council meeting.

- iii. To consider application for grant towards tree works in St. Mary's Churchyard, Leigh
Clerk to ask Andrew McClintock for a copy of the church's accounts, which will be finalised in the New Year. The church has to request permission from SDC for the works, and it was agreed that the Parish Council will defer its discussion on this matter until the accounts have been received and permission has been granted for the work.
- iv. To consider application for grant towards tennis coaching costs for Leigh Primary School pupils
Cllr Provan declared an NPI in this item as she is a member of the Tennis Club. Cllr Stratton-Brown declared an NPI in this item as his wife is a member of the Tennis Club. Cllr Johnston proposed that a grant of £850 is given towards the costs associated with tennis coaching for the Leigh School pupils. This was seconded by Cllr Croft and all were in favour.
- v. To approve payment of cheques
Cllr Marchant proposed that the list of cheques be approved. This was seconded by Cllr Johnston and all were in favour.

125. Items for reporting or inclusion in future agenda

The following items will be added to the agenda for the January Parish Council meeting:

- i. A request for double yellow lines in the High Street opposite the hairdressers.
- ii. A request for a new dog bin in Charcott.
- iii. A proposal to consider purchasing Hall Place, as put to the Parish Council in the Open Session.

The meeting closed at 10.45 pm.

Signed

Date

LEIGH PARISH COUNCIL LIST OF CHEQUES 5th December 2016

05.12.16	1765	Clerk	Salary - December	£685.86	
05.12.16	1766	HM Revenue & Customs	PAYE	£254.90	
05.12.16	1767	Kent County Council	Pension contribution	£273.69	
05.12.16	1768	Clerk	Mileage, petty cash & home working	£214.88	
05.12.16	1769	PKF Littlejohn LLP	External Audit fee	£276.00	£46.00
05.12.16	1770	SDC	Bulk Refuse Freighter 12/11/16	£90.60	£15.10
05.12.16	1771	Kent Domestic Burners Ltd	APD 2 - power flush and new valves	£584.98	£97.50
05.12.16	1772	FA Bartlett Tree Expert Co Ltd	Work to veteran oak tree	£714.00	£119.00
05.12.16	1773	TGMS Ltd	Project Management work to Green	£6,972.00	£1,162.00
05.12.16	1774	Mr P. Croft	Erecting new dog bin	£30.00	
05.12.16	1775	Leigh Tennis Club	Grant towards coaching	£850.00	
				£10,946.91	£1,439.60