

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 5TH FEBRUARY 2018 AT 8.00PM

PRESENT: Cllr J. Kaye (Chairman), Cllr R. Britain, Cllr P. Croft, Cllr A. Johnston,
Cllr G. Marchant, Cllr S. Satterley, Cllr B. Skipper, Cllr S. Smith and
Cllr. C. Stratton-Brown

APOLOGIES: County and District Cllr Lake

IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk) and members of the public

Open Session

Public Session

1. Mr Will Harrington attended the meeting in order to discuss his planning application at Chessenden with the Parish Council. Mr Harrington said that he hoped that the amended application is more in line with what members would like to see. Cllr Marchant said that members of the Planning Committee were in agreement and supported SDC's reasons for refusing the last application which were concerns about bulk and scale of the proposed new dwelling. Mr Harrington said that he has reduced the scale of the proposed new dwelling so that it is the same as a nearby garage. Cllr Satterley said that the Planning Committee did not feel that there was sufficient change to the original application, and Cllr Marchant said that the proposal would have a detrimental impact on The Green Lane, which is a narrow lane owned by SDC and not adopted highway

Mr Harrington left the meeting at 8.15pm.

2. Mr James Tallent and Mr John Porter attended the meeting in order to ask members whether the vacant property in Gibbs Field will be let to someone with a local connection. The Clerk reported that WKHA has advised that they have had approximately 70 bids on this property and each applicant has had to be considered although the majority do not have a local connection and will not be eligible.

Report by County and District Cllr Lake

In the absence of County and District Cllr Lake, the Clerk reported

- i. A speed test will be carried out on the brow of the hill near Knotley Hall in order to monitor vehicle speeds as part of the application to reduce the speed limit. It is felt that the current national speed limit is not safe for pedestrians crossing the road to use the permissive path. There will also be a speed test on Station Road, Moorden.
- ii. KCC Budget matters are still high on the agenda but it looks as though KCC will settle for a 4.99% rise, partly to cover Social Care costs.
- iii. C.Cllr Lake will chair a meeting of the KCC Youth Advisory Group at the end of the month. This will involve schools, the Police and various other participants. On the agenda is a major item relating to overcrowding on school buses and bullying, and concerns in this regard will be raised.
- iv. UK Power Networks have circulated emergency contact numbers in the event of a power cut. Residents should:
 - call 105 to report power cuts and damage to the electricity network, or 0800 3163 105 (from a corded phone)
 - visit www.ukpowernetworks.co.uk for the latest updates
 - visit www.ukpowernetworks.co.uk/powercut and type in their postcode to view our live power cut map
 - tweet @ukpowernetworks to report a power cuts or to receive updates

UK Power Networks advise people to stay clear of power lines and report damaged power lines immediately by calling 105 free from either a landline or a mobile phone. If anyone sees electricity lines that are down or causing significant risk to the public they should call 999. The Clerk added that UK Power Networks retain a register of vulnerable people in the community and will attend to these people in the event of a power cut.

Closed Session

162. Apologies for absence were received from County and District Cllr Peter Lake.

163. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed
Cllr Marchant declared a DPI in item 166(ii) as his company may provide a quote for the replacement oak post on The Green.

164. The minutes of the Leigh Parish Council Meeting held on 8th January 2018 were approved and duly signed. Proposed by Cllr Skipper, seconded by Cllr Britain, and all were in favour.

165. Planning

i. To consider applications received

- i. SE/18/00179/FUL: Chessenden, Greenview Avenue, Leigh TN11 8QT - demolition of existing garage and shed to facilitate the erection of a new dwelling house. Members objected to this application as they were in agreement with SDC's reasons for refusing the previous application SE/17/03382/FUL. The proposal would result in an incongruous, intrusive form of development within the existing street scene due to its roof design and bulk, as it fails to relate to the existing character or appearance of the street scene and local area. The proposal is therefore contrary to Paragraph 58 of the National Planning Policy Framework, policy SP1 of the Sevenoaks Core Strategy and policy EN1 of the Sevenoaks Allocations and Development Management Plan and the Leigh Village Design Statement Supplementary Planning Guidance. Members did not feel that there was sufficient change to the current application. Members were also concerned that there would be overlooking into neighbours' gardens and increased traffic onto The Green Lane, a very narrow lane belonging to SDC.

The Clerk reported that, during the month, the Planning Committee submitted the following comments:

- ii. SE/17/03974/FUL: The Old Stables, Knotley Hall, Chiddingstone Causeway TN11 8JH - demolition of existing dwelling and garage. Erection of a new dwelling. Members supported this application.
- iii. SE/18/00051/LBCALT: Applebys, Tonbridge Road, Chiddingstone Causeway TN11 8JH - replacement of like-for-like roof tiles where appropriate and necessary. Replace membrane and battens where necessary. Members supported this application.
- iv. SE/18/00065/HOUSE and SE/18/00066/LBCALT: Home Farm Close, Leigh TN11 8SB - proposed single storey extension and conversion of single attached garage to form utility room and home office. Members supported this application. Members had a query regarding a window shown in the plans to be against a wall. Clerk to investigate.

ii. To report SDC planning application decisions

- SE/17/03629: St. Mary's Church, Leigh TN11 8RG - to remove existing stepping stones and replace with brick footpath. Application approved.
- SE/17/03570/HOUSE and SE/17/03571/LBCALT: White Post Oast, Tonbridge Road, Chiddingstone Causeway TN11 8JH - internal alteration, installation of bi-fold doors and installation of 5 new rooflights. Application approved.
- SE/17/03724/HOUSE: 6 Wyndham Avenue, Leigh - erection of a two storey side extension with bay window at front. Replacement roof on single storey rear extension with rooflights. Extension of porch roof at the front. Application approved.
- SE/17/03689/LDCEX: Manor Buildings, Powder Mill Lane, Leigh - continued use of the building and land for the sale of motor vehicles including pre-sales preparation and valeting. Application refused. Reason: It has not been demonstrated that, on the balance of probability, the building and land outlined in red on the submitted site location plan has been used for the sale of motor vehicles, including pre-sales preparation and valeting, for a period of ten years or more. The use of the land is therefore not lawful for this purpose under Section 191 of the Town and Country Planning Act 1990.
- SE/17/03723/HOUSE: Cedar Court, Tonbridge Road, Leigh TN11 8HP - enclosure of existing car port to convert into a garage. Application approved.

- SE/17/03580/HOUSE: Ramhurst Manor Lodge, Powder Mill Lane, Leigh - enlargement of existing dormer window in a downward direction. Application approved.
 - SE/ 17/03227/HOUSE: 9 Wyndham Avenue, Leigh - extension of existing patio. Application refused by the SDC Development Control Committee. Reason: The extended patio area results in an unacceptable loss of privacy and overlooking of 8 Wyndham Avenue, and the higher fence panels would be overbearing on the occupiers of 8 Wyndham Avenue. As such the development is contrary to the National Planning Policy Framework, policy EN2 of the Sevenoaks Allocations and Development Management Plan and the Sevenoaks Residential Extensions SPD.
- iii. To report notification of Appeal Decision
Appeal Ref: APP/G2245/W/17/3183640 St Andrews Cottage, Scabharbour Road, Hildenborough TN11 8JP. The application ref SE/17/01166/FUL, dated 6 April 2017, was refused by notice dated 20 June 2017. The development proposed is the demolition of existing dwelling and construction of a replacement dwelling. Appeal dismissed. Reasons: The proposal would be inappropriate development in the Green Belt which is by definition harmful. It would also adversely affect the openness of the Green Belt. The Parish Council's comment was: Object. The proposed new dwelling would be too large and exceeds the 50% allowance of the original dwelling.
- iv. KALC Planning Workshop
The Clerk reminded members that the event will take place on Wednesday 28th February at 6pm in Hever Village Hall. Those booked on the event are: Cllr Kaye, Cllr Marchant, Cllr Satterley, Cllr Britain, Cllr Skipper and the Clerk.

166. The Green:

- i. To hear update regarding the programmed improvement works to The Green
- i. The Clerk reported that she has chased both TGMS and Bourne Amenity about the area of The Green where surface water lays after heavy rain. Richard Earl from TGMS replied to say that he has talked to Bourne Amenity and they have arranged to meet on site at 09:30 on Thursday 15th February to consider options. Any works can only be conducted under dry conditions in the growing season and so they will come back to the Parish Council with recommendations for consideration once they have a better feel for the cause of the problem. Cllr Stratton-Brown, Cllr Smith and the Clerk to attend the meeting.
 - ii. The Clerk reported that she has applied to Sport England for the remainder of the grant funding for the project. The overall cost of the project was £79,191.43 (including the cost of the goal post sockets £1,400) and the grant was £66,670.00. The final amount of grant owing is £9,670.00. The Parish Council's contribution to the project was £12,521.43.
- ii. To discuss the installation of replacement oak posts on The Green
- i. Cllr Smith proposed that the oak post is replaced on the corner of The Green and Powder Mill Lane. Cllr Marchant declared a DPI in this item and took no part in the discussion or vote. This was seconded by Cllr Stratton-Brown and at vote seven members voted in favour. There were two abstentions.
 - ii. Cllr Smith reported that lorries and school coaches have caused rutting to appear on The Green opposite the school, and asked whether this area could be built up and perhaps oak posts erected to stop vehicles being driven on The Green. Cllr Marchant said that this is a very narrow stretch and it is difficult for coaches and lorries to pass other vehicles. Members discussed the possibility of adding concrete grasscrete on this section. Clerk to investigate whether this is possible on a Village Green.
- iii. To hear update regarding the work to trees on The Green and in the Old Burial Ground
The Clerk reported that she has applied for permission to SDC for this work.
- iv. To hear update regarding the use of The Green by Shayler's Fun Fair in June
The Clerk reported that she discussed this with Alex Lingard at Bourne Amenity who said that, providing the pitch is firm, which it should be in June, there should be no problem. The only issue is if it's wet and the tyres rut, this will damage the sand bands which will need to be made good, but it's not a real issue. The other issue is that if the fun fair will be putting long stay pegs in they must make sure that these do not penetrate the drainage pipes. These are 350mm deep. He added that there should be no problem as The Green is now well drained it will withstand traffic far better than it has done in the past.

Alex recommended that, after the event, the ground should be de-compacted, top dressed and fertilised so that the ground can recover. The Clerk reported that she relayed this information onto Peter Shayler, who said that they don't use poles or long pegs so there should be no damage to The Green. He has booked the fun fair into his schedule for Friday 15th June 6pm to 9.30pm, Saturday 16th June 2pm to 9.30pm and Sunday 17th June 2pm to 6pm. The fun fair will be on The Green from Monday 11th June until Monday 18th June.

v. To hear update regarding kerbing work on The Green

The Clerk reported that she has applied to C.Cllr Lake's members fund for the whole amount of the cost £4,625 + VAT. Cllr Marchant declared a DPI in this item and took no part in the discussion or vote. Cllr Britain proposed that this work be undertaken, this was seconded by Cllr Satterley and all were in favour.

167. To discuss the Leigh Cricket Pavilion, and how the Parish Council could become involved in assisting any possible refurbishment

The Clerk reported that a meeting has been arranged with representatives of the Cricket Club, the Football Club and the Stoolball Club on Monday 12th February. Those attending to represent the Parish Council are Cllr Kaye, Cllr Marchant, Cllr Johnston, Cllr Stratton-Brown and the Clerk. The Clerk advised that the following legal advice has been received from Claire Manning, who is a property solicitor currently with Rix & Kay but is shortly about to set up on her own. "My costs and disbursements would vary depending upon how the transaction was structured, whether or not the Cricket Club was separately represented, the complexities of the freehold title - for example whether it is registered or unregistered land, etc. However, I would envisage a range of fees from £500 plus VAT and disbursements to £1,000 plus VAT depending upon the complexity. There would probably be Land Registry fees to be paid as well and I can advise of the sum due in this regard once a clear course of action has been agreed. There could be other disbursements such as search fees and I would suggest that £50-£100 is set aside in that regard. As for which option is preferable, from the Parish Council's point of view, given the possible development, I would recommend a freehold acquisition. This way, the Parish Council would not spend money on a site/structure and have nothing to show at the end of the lease term. Generally, a tenant has to hand back premises at the end of a term with no compensation. Certainly to get round the concerns of the Cricket Club, a right of first refusal could be entered into so that if the Parish Council no longer required the pavilion, they would first have to offer it to the Cricket Club."

The Clerk reported that the advice from KALC is as follows: "I would say you have a wide range of powers here to purchase land/property and interests. The power to receive in property S139 1972 Local Government Act. Ensure purpose is specified. I think S19 1976 Local Government (Miscellaneous Provisions) Act is relevant regarding non-profit making recreational activity. You also have powers around bearing costs to reach this: S111 1972 LGA and it might be that you call on these to employ a solicitor if the political will/consultation (best practice) all stacks up. The due diligence required is high so solicitor/Independent Internal Auditor important. They will help you weigh up the options. Issues for me would be length of involvement/commitment and sustainability and need to see a business plan and be convinced regarding sustainability and long term funding: have they tried for money elsewhere first? The issue of the lease is about control: advantages and disadvantages. Also who will actually manage? Is it fit for purpose?" Members agreed that the Parish Council is not in a position to manage this project and the Cricket Club needs to take responsibility in order to take this project forward.

168. To hear update regarding the possible purchase of a heritage red phone box in Leigh

The Clerk reported that Linda Terry apologised for not attending tonight, but she's mentioned her collection for the possible purchase of a heritage phone box in the February parish magazine. She has said that if she hasn't had sufficient interest by the end of February, she will give up on the idea.

169. Charcott:

Cllr Smith reported that the green in Charcott looks very nice, the oak posts and the grasscrete are in keeping with the hamlet and the area looks much improved.

170. Defibrillators

- i. To hear update regarding the location of defibrillators in Leigh
The Clerk reported that she visited Mrs Charlesworth and had a chat about the location of the defibrillators in Leigh. It was agreed that the location of the two defibrillators in Leigh would remain as follows:
 - on the wall of no.15 The Forstall
 - on the wall of the Large Village HallThe Clerk reported that if a defibrillator is required and someone rings 999, they will be told where the nearest defibrillator is. Clerk to mention locations of the Leigh and Charcott defibrillators in the parish magazine.
- ii. To hear update regarding the installation of the defibrillator in Charcott
The Clerk reported that the defibrillator was still waiting to be connected into the phonebox in Charcott. The Clerk has arranged for a local electrician to fit the defibrillator and it is now up and running and ready for use. The Clerk has notified Secamb of its location.
- iii. To discuss the possible provision of a defibrillator in Powder Mills
Cllr Skipper reported that he has spoken to Bellway Homes about the possible provision of a defibrillator in Powder Mills, to serve the new properties in Old Powder Mills, the properties in Hunter Seal and the longer established properties in Powder Mills. Bellway undertook to look into where a defibrillator could be placed and to respond to Cllr Skipper in due course.
- iv. To discuss defibrillator training
The Clerk reported that, after receiving requests for training from residents in Charcott, she is in the process of arranging training with Secamb. Hopefully this will be free of charge. Members supported this and would be happy to pay the fee if there is one.

171. Highways & Environment

- i. To discuss the hedge at Well Close
The Clerk reported that a meeting is in the process of being arranged with Dan Brown from KCC, Landscape Officer in the Soft Landscape Team of KCC Highways. C.Cllr Lake and Cllr Britain will attend too. Also attending will be Julian Cook, District Highways Manager. The meeting hopefully will be on either 27th February or 2nd March depending upon availability.
- ii. To discuss the conifer trees in Kiln Lane
Cllr Marchant reported that he has received a request for the large conifers to be cut back at the end of Kiln Lane. The Clerk reported that the trees are owned by the Kiln Lane Association Ltd and she wrote to one of the directors of this limited company in August and September 2015 asking for the trees to be reduced, but the director said that she was in the process of selling and would not carry out the work at that time.
- iii. To hear update regarding the proposal to initiate double yellow lines in Leigh
The Clerk reported that the locations of the proposed new double yellow lines in Leigh – opposite the hairdressers in the High Street, at the junction with The Green at the school, and on the Hildenborough Road opposite the end of Powder Mill Lane - are now subject to formal consultation which runs from 25th January to 16th February 2018. The outcome of the consultation will be reported to the Sevenoaks Joint Transportation Board. The Clerk added that she has completed the consultation for the Parish Council, supporting the initiative.
- iv. To discuss the grant funding available to purchase a speed indication device
The Clerk reported that KCC has opened a grant scheme to help Town and Parish Councils with the cost of purchasing Speedwatch equipment. The total cost of the unit is currently £1800 + VAT. KCC has agreed to fund a third of the unit price, excluding the VAT, Mr Scott Kent Police Crime Commissioner will fund the 2nd third and the remainder being funded by the Parish/Town Council, ie £600 + VAT. The criteria for obtaining the equipment are as follows: for new start up groups, where current defective equipment is not viable to be repaired, for current schemes where shared equipment is an issue, the grant funding is currently for Kent Parish/Town Councils and excludes Medway at this time. Members felt that the problem would be the lack of volunteers to operate the equipment. Clerk to mention in the parish magazine to see if enough interest is generated.
- v. To discuss dates for the bulk refuse freighter visits
The Clerk reported that the following dates have been booked: 24th March, 14th July, 29th September and 1st December.

- vi. To discuss dates for the parish litter picks
The next litter pick will be at 9.30am on Saturday 17th March.
- vii. To hear update regarding KCC's reduction of grant to subsidised bus services
The Clerk reported that County Cllr Lake has reported: "Try as I might, I have heard nothing official regarding bus subsidies and the climb down by the Leader's office, other than an announcement that there was more money available to continue subsidising bus services as part of the general Budget debate. Obviously this is good news, but I will keep my ear to the ground to see what happens next year."
- viii. KCC Online Reporting
Cllr Kaye reported that he used the KCC online system for reporting potholes, which was very easy to use and the potholes reported were quickly marked ready for repair.
- ix. Powder Mill Lane
Cllr Skipper reported that vehicles are driving fast down Powder Mill Lane, and asked whether the speed restriction is enforced. The Clerk advised that Bellway agreed to erect the speed restriction signs after a request made by residents and County Cllr Lake, but they are not enforceable.

172. Rights of Way

- i. To hear ROW committee report
The Clerk reported that a meeting was arranged for this morning at the layby on the A21 with Highways England. Cllr Smith was due to attend. However, the meeting was cancelled due to the weather, but the Clerk has asked Highways England to ensure that the Parish Council is notified and invited to the meeting when re-arranged.
- ii. To discuss the Public Path Diversion Order 2017 for Public Footpath SR408 (part) Leigh
The Clerk reported that a diversion of part of SR408 at The North Stables, Wickhurst Farm has been approved under the Public Path Diversion Order 2017 dated 27th November 2017. The diversion is required in order to enable development approved under planning reference SE/17/00022/HOUSE.

173. Affordable Housing

- i. To hear report of the vacant property in Gibbs Field, Leigh
The Clerk reported that a two bedroom property became available in Gibbs Field. West Kent Housing Association as reported: "We have been going through the shortlist, looking at every application to establish which applicants have a connection to either Leigh or a surrounding parish. This has been quite a time consuming process as we have had approximately 70 bids on this property and each applicant has had to be considered although the majority do not have a connection and will not be eligible. We are working with Sevenoaks District Council with this allocation but are not yet in a position to make an offer. I am sorry I cannot give you a firm idea of when an offer will be made. We are trying to complete the process as quickly as we can as we want the property to be let but need to make sure that we do not overlook anyone who would be eligible."
- ii. To hear update regarding the Leigh Affordable Housing Scheme
The Clerk reported that SDC has promised to analyse the sites on the Parish Council's long list and will prepare their report accordingly. Simon Taylor has been tied up with SDC's Local Plan but is aware that the Parish Council is waiting for his report.

174. Aviation:

To hear report of the High Weald Councils Aviation Action Group

The Clerk reported that since the last Parish Council meeting, there has been a meeting of the community groups around Gatwick Airport, this was held prior to the Noise Management Board meeting no.9 in January. Richard Streatfeild as Chair of HWCAAG attended. Charles Lloyd is doing a good job at trying to show that the Government wants both communities and the airport to share the benefit of growth, but at the moment only Gatwick is having any benefit. GAL is doing nothing to alleviate the situation. Richard said that there is now a need to reinvigorate HWCAAG as an entity outside the NMB, and will again start to put pressure on the DfT, CAA and NATS.

The second runway at Gatwick is looking less likely as GIP is looking to sell the airport, but the increased number of aircraft using the existing runway will continue to have an impact on communities under the ILS.

175. Leigh Village Halls report

None.

176. Aged Persons Dwellings

- i. To consider 2018/19 rental level
Members agreed to increase the rental from £430 to £440 per four-week period. Proposed by Cllr Britain, seconded by Cllr Marchant and all were in favour.
- ii. Path and step
The Clerk reminded Cllr Marchant and Cllr Croft to inspect the path and step at No.2 The Bungalows.
- iii. Minimum Energy Efficiency Standards
Members agreed that these reports are not required until one of the properties is empty and the Parish Council is in the process of re-letting it.

177. 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: Amendments have been made to three policies in operation at Kent Household Waste Recycling Centres in relation to the delivery of the Kent Waste Disposal Strategy, with effect from 1st February 2018:
Trailer size limit: The 1m³ capacity limit has now formally been replaced with the length limit of 2.05m. Trailer bodies must comply with the following:
 - Not more than 2.05m in length.
 - Sides of trailers must not be built up to allow for more capacity as this is unsafe and access to sites will not be granted.
 - Trailers must not be overloaded, and must be within the vehicles towing capacity.
 - No agricultural trailers or horse boxes are permitted.
 - Trailers cannot be used with restricted vehicles as outlined in the HWRC operating policies.
 - Conformance with all Kent HWRC policies.Tyre charge and limit:
For clarity, and in response to customer feedback, the charge and limit has been amended to: Domestic Tyres delivered by householders may be accepted as follows:
 - Domestic car and motorbike tyres only to be accepted.
 - Limited to 5 tyres per visit.
 - A charge of £2.50 per tyre applies.
 - Commercial/Agricultural tyres will not be accepted."
- ii. Item 4: KALC: Kent Police is looking for volunteers to play a new role in community policing. Community Policing Volunteers are being recruited as part of a pilot scheme in the West Division which includes Maidstone, Sevenoaks, Tonbridge and Tunbridge Wells. The scheme is open to all adults aged 18 or above who are able to commit to 16 hours a month and interested in contributing to their local community as a volunteer.
- iii. Item 5: ACRK: Community Led Housing event on 9th March 2pm to 5pm in East Malling Village Hall. Action with Communities in Rural Kent has formed a new service called Community Led Housing, West Kent. This service will empower communities to develop and manage their own housing projects, and to increase the quality and supply of community-led, affordable housing in West Kent. Community-led housing is developed and managed by local people to maximise community benefits such as local affordability and good design - people and communities play a key role in addressing their own housing needs. It includes Community Land Trusts (CLTs), Co-Housing, Co-Operative Housing and Self-Build.
- iv. Item 6: Kent Police: the ballpark figure for a full time PCSO is £32,193 per year. There would be an additional cost to cover transport/vehicles/fuel. We would expect to have a long term commitment from a Parish Council if they wanted to proceed due to the length of training and the cost involved.
- v. Item 7: SLCC: The Secretary of State for Communities and Local Government announced "that the government intends to defer the setting of referendum principles for town and parish councils for 3 three years".

Commenting upon the announcement, SLCC Chief Executive, Rob Smith, said: “The announcement will allow local councils to prepare prudent medium term financial plans for delivering important local services with certainty for the next three years”.

- vi. Item 8: KCC is currently recruiting for new volunteer panel members for their school admission appeals. The deadline for applications is 28 February 2018. Further details can be found at <http://www.kent.gov.uk/leisure-and-community/volunteering/children-and-young-people-volunteering/volunteer-as-an-education-appeal-panel-member>.
- vii. Item 9: News Release by Matthew Scott, Kent Police & Crime Commissioner: “The Government has listened to the views of Police and Crime Commissioners (PCCs) and increased funding for counter terrorism by £50m and will be investing a further £130m in other national Policing schemes. In order to support local Policing, the Home Office has allowed PCCs to increase the council tax precept by £1 a month for an average household, which could raise up to £270m nationally. I am empowering the Chief Constable to recruit up to 200 additional Police Officers in the next year. These will go into boosting a number of areas, including rural and roads policing, local communities, fighting cyber-crime and providing greater public protection, and will take the total number of Police Officers in Kent to its highest level since 2012.”
- viii. Item 10: invitation to CAA open day on Tuesday 6th February at CAA House, 45-59 Kingsway, London, WC2B 6TE.
- ix. Item 12: SDC: policy for dealing with abandoned vehicles: The Council as enforcing authority has powers to deal with abandoned vehicles as set out in various pieces of legislation.
- x. Item 13: Email from Simon Taylor, SDC, re CIL payments: “Following the recent Town and Parish Council forum, a number of comments were raised regarding the transparency and the need for clear communication of the CIL process. I would like to update you on a couple of things with regards to CIL. Firstly the Council must supply a CIL report detailing the amount of CIL collected in a given financial year and how it is spent. This report is a requirement under the CIL regulations and must be published by the 31st December of a given year. Please see the SDC’s annual CIL Report for 2016/17 at www.sevenoaks.gov.uk/downloads/file/673/community_infrastructure_levy_report_201617. Secondly, the next round of CIL payments to parishes will be made by 28th April 2018. This will cover the period 1st October 2017 to 31st March 2018. At the moment, the following parishes will receive CIL contributions: Edenbridge Town Council, Fawkham Parish Council, Hartley Parish Council, Hextable Parish Council, Horton Kirby & South Darenth Parish Council, Kemsing Parish Council, **Leigh Parish Council**, Seal Parish Council and Sevenoaks Town Council. I will write to these parishes separately and inform them on what money they can expect so far on 28th April 2018 (values will be as of 31st December 2017). Please note that this is not the definitive list of parishes that will receive CIL during this period. Payment letters will be sent to all parish and town councils in early April. Finally, you may remember that we have been working on an interactive CIL resource that Town and Parish Councils can use to understand how much CIL has been generated in their parish. This tool will also be open to members of the public as well. The resource is in its final stages of development and we will publish it online. We hope that this will be completed by 31st March 2018 and I will notify you when it becomes available with the hyperlink. We have taken your feedback on-board, but I am still looking to improve the communication between SDC and the parishes with regards to CIL.”
- xi. Item 14: Email from Simon Davies, SDC: “As you may know, 11 November 2018 will mark 100 years from the end of The First World War. In commemoration and remembrance of the end of the war and the many millions who were killed or came home wounded, 1,000 Beacons of Light will be lit at 7pm on 11 November 2018 throughout the UK. We would like to see as many communities as possible across the Sevenoaks District taking part.” Clerk to forward to the Royal British Legion.
- xii. Item 15: Kent Police: Lealands Avenue, Leigh: between 5:30pm on Wednesday 17th January and 7:00am on Thursday 18th January, a laser level was stolen from a vehicle parked on the driveway.
- xiii. Item 16: Kent Tree & Pond Partnership: An Introduction to the Tree Warden Scheme, Tree Health and Tree Care on Sunday 11th February at Hadlow College.
- xiv. Item 17: Royal British Legion: On Thursday 15th February Royal British Legion Industries are holding an event at The Eden Centre, Edenbridge to support local older Military Veterans.

- xv. Item 18: Kent Resilience Forum (KRF) and the Environment Agency are organising a Flood Warden training event on Monday 12th March in Addington Village Hall, West Malling, Kent from 7-9pm. It will be delivered by the Environment Agency and the KRF. It is free and open for anyone to attend.
- xvi. Item 19: SDC: in the Autumn edition of the district-wide newsletter, In Shape, there were details of a survey regarding local house prices and how they affect the ability of local employees to live and work locally, as well as the effect on local businesses to recruit and retain staff. The survey can be completed on line at the following address: www.surveymonkey.co.uk/r/localemployeessurvey. The results of the survey will be fed into the new Local Plan and new housing policies developed to help our local employees.
- xvii. Item 20: KALC: Annual Planning Conference on Friday 16th March 2018 from 9:00am in Lenham Community Centre.
- xviii. Item 21: KALC: The Committee on Standards in Public Life is undertaking a review of local government ethical standards. The review will consider all levels of local government in England, including Parish and Town Councils. The Committee is inviting responses to its consultation to inform its review. Deadline 5pm on 18 May.

178. To discuss the provision of Independent Internal Audit

Members agreed to ask Roger Sykes to continue to be the Parish Council's Independent Internal Auditor again this year.

179. To discuss the requirements under the General Data Protection Regulations

The Clerk reported that The Data Protection Act controls how personal information is used by organisations, businesses or the government. There are now strict rules called 'data protection principles', and it is essential that information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

The Data Protection Act came into force in 1998 but changes were made in 2016. Organisations, businesses and the government can from May 2018 be fined if they are found to be acting illegally. Charities are already finding themselves subject to fines. Parish Councils are waiting for NALC to give guidance and the Clerks in the Sevenoaks District have agreed to work together so that all Town and Parish Councils have the same policies and practices in place.

What needs to be done:

- i. Register with the Information Commissioner's Office. £35. Done.
- ii. The Parish Council will need to appoint a Data Protection Officer. The advice has been so far that this cannot be the Clerk or a Parish Councillor, it has to be someone who is independent. Awaiting more information.
- iii. Encrypt the Parish Council's computer. This will cost the Parish Council between £50-£60.
- iv. Remove all personal information from the Parish Council's website.
- v. Members to consider what information they want on the Parish Council's website. Members' DPI and NPIs have to be on the website as this is legislation and General Data Protection Regulations do not remove requirements under other legislation, such as the Transparency Act 2014.
- vi. Create policies such as retention policies for documents, collecting new data, and how to manage a breach. All old planning applications must be destroyed.
- vii. Obtain approval from residents and others about the retention of email addresses.

The Clerk reported that she has bought a large shredder, the cost of which is shared with Chiddingstone Parish Council. She will download Windows 10 Pro, the cost of which again will be shared.

Draft policies will be drawn up when guidance received from NALC, and approved at a future Parish Council meeting. The Clerk reported that SDC is considering offering a training session for voluntary groups, and undertook to find out more.

180. Finance:

- i. To consider drawing up a three-year finance plan for parish projects
Cllr Kaye suggested setting up a three-year finance plan. Members agreed and asked the Finance Committee to consider this at their next meeting.
- ii. To approve payment of cheques
Cllr Stratton-Brown proposed that the list of cheques be approved. This was seconded by Cllr Croft and all were in favour.

181. To discuss arrangements for the Annual Parish Meeting: Monday 23rd April at 8pm

Members agreed to ask Secamb to attend to give a talk about defibrillators and the FAST stroke initiative. Clerk to also ask the Leigh Men's Choir to attend.

182. To consider nominations for the Leigh Community Award 2018

Members agreed to discuss and agree nominations via email.

183. To discuss the Family Fun play events on The Green 2018

The Clerk reported that she has asked SDC for a free event during the Easter holidays, this has been agreed and will be on Tuesday 3rd April. The normal summer family fun play event will take place this year on Friday 10th August.

184. Items for reporting or inclusion in future agenda

Cllr Satterley asked whether consideration could be given to more dog poo signs being erected at the end of The Green Lane. Cllr Croft undertook to take a look and make a recommendation at the next Parish Council meeting.

The meeting closed at 9.55 pm.

Signed

Date

**LEIGH PARISH COUNCIL
LIST OF CHEQUES
February 2018**

Date	Cheque	Payee	Detail of payment	Amount Inc. VAT	VAT
05.02.18	1905	Clerk	Salary February	£718.55	
05.02.18	1906	HMRC	PAYE	£276.08	
05.02.18	1907	KCC	Pension contribution	£288.10	
05.02.18	1908	Clerk	Mileage & work from home allowance	£208.04	
05.02.18	1909	Dave Cole Elec. Installations Ltd	Charcott defibrillator connection	£178.18	£29.70
05.02.18	1911	Chiddingstone Parish Council	Contribution towards verge cutting 2017	£816.97	
05.02.18	1910	KALC	Hever training event	£396.00	£66.00
05.02.18	1911	Information Commissioner	Registration	£35.00	
				<u>£2,916.92</u>	<u>£95.70</u>

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