

## LEIGH PARISH COUNCIL

### MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 4<sup>TH</sup> JUNE 2018 AT 8.00PM

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**PRESENT:** Cllr J. Kaye (Chairman), Cllr P. Croft, Cllr A. Johnston, Cllr G. Marchant,  
Cllr S. Satterley, Cllr B. Skipper and Cllr S. Smith  
**APOLOGIES:** Cllr R. Britain and Cllr. C. Stratton-Brown  
**IN ATTENDANCE:** Mrs L. Kleinschmidt (Clerk). County and District Cllr Lake and members of the public  
attended the meeting for the Open Session only.

#### Open Session

##### Report by County and District Cllr Lake

District Cllr Lake reported that an appeal has been lodged for Manor Buildings, Powder Mill Lane (reference 18/00028/RFLDCE) against the refusal of application SE/17/03689/LDCEX for the continued use of the building and land for the sale of motor vehicles including pre-sales preparation and valeting. D.Cllr Lake said that he is not happy with this appeal and he will be writing to the Planning Inspectorate to say that this application for a local development certificate was refused by SDC and he supports SDC in this decision. District Cllr Lake also reported that he has been looking after a family who are being evicted from Garden Cottages and who are being treated very badly by WKHA. He is going to contact Tom Tugendhat tomorrow to ask for his assistance in this matter. D.Cllr Lake advised that he is meeting the Head of Kent Highways at the Joint Transportation Committee meeting on Wednesday evening, and he will seek to arrange a meeting with Bellway and Highways in order to discuss the repair of the verges on Powder Mill Lane and other Highways items that have not been completed yet. Transport for school children has been a problem for some families in Peshurst and Fordcombe where children have been denied transport to school because they are not attending their nearest appropriate school. C.Cllr Lake said that if other families are having the same problem they should contact him as he will happily assist. C.Cllr Lake reported that he has submitted a request for a speed limit reduction past the school in Leigh to 20mph, which will be funded by his member's fund. He will let the Parish Council know whether his bid is successful and if it is he will discuss where the reduced speed limit area should start and stop. Included in this round are the roads past Leigh School, Peshurst School and Fordcombe School. Next year, he will apply for a speed reduction past Chiddingstone School, Hever School and Four Elms School. Finally, D.Cllr Lake advised that he will be standing down as District Cllr for Leigh and Chiddingstone Causeway at the elections next May, so if anyone is interested in taking on the role to please let him know.

##### Public Session

1. Mr Bruce Williams said that there are two issues relating to Manor Buildings, firstly the appeal as D.Cllr Lake mentioned, this has a deadline for comments of 24<sup>th</sup> June, and secondly an application to remove a condition which limits the traffic generated in the interest of the amenities of the area. The deadline for comments on this application is 15<sup>th</sup> June. Members agreed to draft a response that supports Mr Williams in his objection.
2. Mr Chris Rowley said that he would like to give some background information regarding his request for a grant towards the archive cupboard. In the past 10-15 years, the village archive has grown, and there is nowhere in the village that could be used for storage. There is a cupboard area in the cloakroom of the Large Village Hall that would be perfect, it will take 48 storage boxes and a map drawer. The Historical Society is happy to spend £1,000 towards the project, but another £900-£1,000 is required. He stressed that this would be a village archive rather than an Historical Society archive. C.Cllr Lake suggested that the Clerk emails the details to him as this is something that he would like to support and he would be prepared to approve an application for grant from his member's fund for this project.
3. Mr Chris Rowley raised the matter of Leigh Garage, which has closed. Members were concerned about the loss of this much valued amenity for the village and the potential loss of an employment site.

County and District Cllr Lake, and members of the public left the meeting at 8.40pm.

## Closed Session

27. **Apologies for absence** were received from Cllr Britain and Cllr Stratton-Brown and members accepted their reasons for absence.
28. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**  
None.
29. **The minutes of the Leigh Annual Parish Council Meeting held on 14<sup>th</sup> May 2018** were approved and duly signed. Proposed by Cllr Skipper, seconded by Cllr Marchant, and all were in favour.
30. **Planning**
- i. To consider applications received
    - i. SE/18/01531/CONVAR: Manor Buildings, Powder Mill Lane, Leigh TN11 9AS - removal of condition 2 (to limit the traffic generated in the interest of the amenities of the area) of SE/92/0129/HIST for the change of use and conversion for class B8 storage and distribution and installation of septic tank. Members agreed to hold a Planning Committee meeting in order to consider this application on Monday 11<sup>th</sup> June at 8pm.
    - ii. SE/18/01627/HOUSE: Tanglewood, Scabharbour Road, Hildenborough TN11 8PJ - demolition of existing rear extension, chimneys, front and rear porches and main roof. Replacement with new gabled roofs, rear extension and front porch. This application to be discussed at the Planning Committee meeting planned for Monday 11<sup>th</sup> June at 8pm.
  - ii. To report SDC planning application decisions  
SE/18/00939/HOUSE and SE/18/00940/LBCALT: The Woods, Hildenborough Road, Leigh - wooden fence at a maximum height of 2 metres along the western perimeter of the rear garden. Application approved.
31. **The Green:**
- i. To hear update regarding the programmed improvement works to The Green  
The Clerk reported that Bourne Amenity still have one section of The Green – the wet corner of the pitch – to improve, and she has chased this up. David Furneaux said that one part needs some seeding, and the Clerk will discuss this with Landscape Services.
  - ii. To hear update regarding the verge works outside Elizabeth Cottage  
The Clerk reported that the work has been done, and the invoice has been received for payment of £4,625 + VAT. The grant from C.Cllr Lake's Members' Fund has been approved £4,625.
  - iii. Cllr Marchant reported that he has seen a tree elsewhere similar to the veteran oak tree that had sleepers around the base in order to protect the tree and retain the mulch. Members agreed to consider this next month and Clerk to obtain a quote for this work.
  - iv. Cllr Satterley reported that he has spoken to a member of the Stoolball Club to ask them not to park on The Green, which they were happy to agree to.
32. **Charcott:**  
To discuss defibrillator training in Charcott  
The Clerk reported that Kate Lake has managed to arrange some defibrillator training with the Sevenoaks Community Responders team. The Tonbridge team have not been able to provide a date. The date is Tuesday 26<sup>th</sup> June at 7pm in The Greyhound, Charcott, and the landlady, is managing the bookings. The event will last two hours. Kate Lake has signed up to be a Community First Responder.
33. **Powder Mills**
- i. To discuss the improvements required to be undertaken by Bellway Homes on Powder Mill Lane  
This was discussed in the Open Session (see above). D.Cllr Lake will arrange a meeting with Highways and Bellway in order to ensure that the verges will be repaired.
  - ii. To discuss installation of permanent barrier between Powder Mills and the Old Powder Mills development  
Cllr Skipper reported that he is confident that this will be done before Bellway leave the site.

- iii. To discuss request for speed reduction to 20mph through the Old Powder Mills development  
Cllr Skipper reported that it was agreed as part of the initial development plans that the bus route will go through the new development. He suggested that it would be beneficial to have a 20mph restriction and members agreed. Clerk to write to Bellway and ask that they consider erecting some signs advising that the speed limit through the development is 20mph.
- iv. To discuss request for speed reduction on Powder Mill Lane  
Cllr Skipper reported that local residents at Powder Mills have asked for a speed reduction on Powder Mill Lane due to the risk of injury to pedestrians. Stocks Green Road has successfully achieved a speed reduction to 40mph. Clerk to make this request to Kent Highways.
- v. To hear update regarding the possible provision of a defibrillator in Powder Mills  
Cllr Skipper said that he is waiting to hear further from Bellway in this regard.

#### **34. Highways & Environment**

- i. To discuss the hedge at Well Close  
The Clerk reported that she still has not had a response back from KCC despite chasing.
- ii. To discuss the Oak Tree and hedge by the entrance to The Forstall  
The Clerk reported that a resident has asked that a large oak tree be reduced on the area by the noticeboard by The Forstall. In the past this area was maintained by KCC on behalf of SDC. The Clerk has contacted both KCC and SDC who have said that the land is not in their ownership. The Clerk has carried out a Land Registry search to establish ownership, and found that the area is unregistered. There is deadwood in the tree, and it is very large, overshadowing her garden, and is blocking her satellite signal. The hedge at the end of her garden is also very overgrown, there is a large leylandii hedge and in between the hedge and the fence, saplings have grown up. The resident is a WKHA tenant and has written to WKHA to see if they will carry out the necessary works on this tree. A response has today been received from Mark Leader at WKHA: "Thank you for your email and I'm sorry to hear of your on-going issues with this large tree that overhangs into your garden. There are likely to be limits on what we can do with a tree that is overhanging but we will I hope have some ways to talk to the tree officer at Sevenoaks Council, who are probably responsible for this tree. I will discuss with my colleagues to look for some solutions on how we may be able to help and will get back to you. I hope we will have some news within a week." Cllr Kaye reported that there is a soakaway drainage ditch that runs from Gibbs Field behind the gardens at The Forstall and this needs clearing. Clerk to write to WKHA. This may help the problem with the overgrown vegetation at the rear of the garden. Clerk to wait for response from WKHA on the oak tree.

#### **35. To discuss the Rural Swathe and Visibility Cutting Contract 2018**

Members agreed that the recent swathe cut has been extremely well done, and it has improved the safety for all road users.

#### **36. Rights of Way**

##### To discuss the overgrown path across the airfield in Chiddingstone Causeway

Cllr Kaye reported that KCC is responsible for cutting the vegetation on this path and two cuts are scheduled each year. He has advised Nicky Biddall at Kent PROW that the path is severely overgrown, but has yet to hear back. Members and the Clerk reported many complaints from residents. Cllr Croft to take a look and if he can to cut the vegetation as a matter of urgency. Cllr Croft to prepare a quote for cutting this path every 4 weeks during the growing season.

#### **37. Affordable Housing**

- i. The Clerk reported that a meeting has been arranged with English Rural Housing Association for Tuesday 12<sup>th</sup> June at 10am. Cllr Britain, Cllr Satterley, Cllr Smith and Cllr Stratton-Brown will meet Alison Thompson with the Clerk.
- ii. The Clerk reported that SDC want to host an event on The Green on Friday 6<sup>th</sup> July as part of Rural Housing Week. There will be a pop-up Age UK stand on The Green and SDC will have another stand and gazebo. The chairman of SDC, Pat Bosley, will be there from 10am to 1pm and will hold a small event, inviting people from all over the district. There will be an opportunity to view Gibbs Field. Tom Tugendhat is coming in the afternoon from 3pm to 4pm.

The school will be involved and SDC wants to discuss the Safe Shop scheme with the village shop and the Fleur, which helps dementia sufferers. Clerk to advise Gavin Missons that there are no almshouses in Leigh.

**38. Aviation:**

To hear report of the High Weald Councils Aviation Action Group

The Clerk reported that HWCAAG held their AGM last Wednesday 30<sup>th</sup> May, and Cllr Stratton-Brown attended. Richard Streatfeild was re-elected as Chairman of the group, and Cllr Stratton-Brown and Neil Barrington-Johnson from Speldhurst Parish Council were elected as Vice-Chairmen. Tom Tugendhat attended the meeting and gave an update on aviation matters at Government level, and Charles Lloyd gave an update on the Community Noise Group and the Noise Management Board. Peter Barclay, Chairman of GACC, also attended as well as representatives from Town and Parish Councils across the HWCAAG area.

**39. Leigh Village Halls report**

Cllr Johnston said that he has nothing to report apart from the archive cupboard which was discussed in the Open Session, see above.

**40. Aged Persons Dwellings**

None.

**41. 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 2: SDC News Release: Cllr Pat Bosley, who represents Fawkham and West Kingsdown, has been elected as Chairman of SDC for the year 2018/19.
- ii. Item 3: Copy letter from Tom Tugendhat to Highways England to thank them for their work at the Barnett's Wood Picnic Area.
- iii. Item 4: Copy email from George Chandler, Broadband Project Manager, BT, regarding provision of broadband from Home Farm to Leigh village.
- iv. Item 5: KALC News.
- v. Item 6: Email from Sue Larken from Age UK re: a pop up coffee morning at the Fleur de Lis public house starting on Monday 4<sup>th</sup> June on a fortnightly basis from 10:30-12noon. The aim is to combat loneliness and isolation for the elderly in the community.
- vi. Item 7: Various correspondence from a resident of Garden Cottages regarding her pending eviction. Correspondence to and from SDC, WKHA and District Cllr Lake in this regard.
- vii. Item 8: e-newsletters from the Office of the Kent Police & Crime Commissioner, Matthew Scott.
- viii. Item 10: Kent Police: Ensfield Road, Leigh - between 7:00pm on Saturday 26<sup>th</sup> May and 7:40pm on Monday 28<sup>th</sup> May, a shed at a residential property was broken into and a green/black KX160 off-road motorbike was stolen.
- ix. Item 11: SDC re: planning healthcare and developing local care hubs for west Kent. Staff, patients, the public and stakeholders are all invited to attend one of three public events to discuss the development of local care hubs – accommodating health and social care services that are provided in local communities rather than a hospital. Some services need to be provided across a larger area for more people, and to be based together, in a hub. Events will be hosted by NHS West Kent Clinical Commissioning Group (CCG) and its partners on:
  - Tuesday 19 June – Angel Centre, Tonbridge – 6-9pm
  - Friday 22 June – Oakwood House, Maidstone – 10am-1pm,
  - Tuesday 3 July – Stag Theatre, Sevenoaks – 1.30- 4.30pm.Please contact [nelcsu.engagement@nhs.net](mailto:nelcsu.engagement@nhs.net) if you would like to attend.
- x. Item 12: KALC: Details of a GDPR Conference for elected members on 28<sup>th</sup> June 2018 at County Hall, Maidstone. Morning Session 10.30am - 12.30pm and Afternoon Session 2:00pm - 4:00pm. If you would like to attend the conference, please contact [emma.cobb@kent.gov.uk](mailto:emma.cobb@kent.gov.uk).
- xi. Item 13: Invitation to the AGM of the Kent County Playing Fields Association at The Early Bird, Public House, Maidstone on Wednesday 20<sup>th</sup> June, commencing at 7.00 pm.

**42. To hear report of the Royal Wedding lunch event held on 19<sup>th</sup> May 2018**

Cllr Skipper reported that the event was a resounding success, with approximately 150 attendees. Members agreed. The projector was well received and can be used for other events in the Royal British Legion and the Village Halls.

**43. Finance:**

i. To approve 2017/18 Year End Accounts

Cllr Kaye reported that the Finance Committee has considered the 2017/18 Year End Accounts against the budget figures. Cllr Marchant proposed that the Year End Accounts be approved, this was seconded by Cllr Kaye 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 and agreed that they remain effective. Proposed by Cllr Kaye, seconded by Cllr Johnston, and all were in favour.

iii. Audit for year ending 31<sup>st</sup> March 2018

a. To consider and agree Annual Governance Statement 2017/18: 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 2017/18: Cllr Kaye proposed that the Statement of Accounts be approved, this was seconded by Cllr Marchant, and all were in favour

iv. To hear update regarding CIL income

The Clerk reported that she is still waiting for SDC to respond to her request for further information. The Clerk also reported that the CIL Spending Board met on 8<sup>th</sup> May to consider requests for funding relating to SDC's portion of CIL. Amongst the applications for large sums of money, there was a successful bid by Hever Parish Council for £3,000 towards a new playground in Four Elms.

v. To approve membership renewal to Society Local Council Clerks: £92.50

Cllr Marchant proposed that this membership be renewed, this was seconded by Cllr Smith and all were in favour.

vi. To approve cost of a cloud-based back up facility through Vision ICT

The Clerk reported that there is a £50 + VAT set up fee, then it costs £10 + VAT per month. There is unlimited backup space and the system carries out hourly backups. Cllr Skipper proposed that the Parish Council use a cloud-based back-up facility through Vision ICT. This was seconded by Cllr Satterley and all were in favour.

vii. To consider application for grant for a Parish Archive Cupboard

It is hoped that the shortfall in funding will be covered by C.Cllr Lake's member's fund.

viii. To consider application for grant made by Leigh School

The Clerk reported that Dan Eaton from Leigh School has requested a grant towards the cost of new fencing around the front playground. Members did not support his grant application because the funds would go towards the fabric of the school building, which should be the responsibility of the Education Authority. This would be classed as double taxation.

ix. To approve list of payments

Cllr Marchant proposed that the list of payments be approved. This was seconded by Cllr Croft and all were in favour. Cllr Skipper and Cllr Satterley signed the list of payments, and Cllr Kaye and either Cllr Britain or Cllr Smith will authorise payments online.

x. VAT

The Clerk reported that a VAT repayment has been received from HMRC of £7,400.27

**44. Items for reporting or inclusion in future agenda**

i. Cllr Smith reported a very noisy motorbike. Clerk advised her and residents who are disturbed to contact Environmental Health and to keep a log of disturbances.

ii. Cllr Satterley reported that the SDC refuse lorry damaged the paving stones in his driveway. Clerk advised him to complain to SDC Direct Services.

iii. Cllr Kaye asked that Emergency Planning be considered at the next meeting, so that a list can be drawn up of useful contacts in the parish that would be invaluable in an emergency.

The meeting closed at 9.55 pm.

Signed .....

Date .....

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

<b>Date</b>	<b>Payment No.</b>	<b>Payee</b>	<b>Details</b>	<b>Amount inc VAT</b>	<b>VAT</b>
14.05.18	28	Community First Responders	Grant	£200.00	
04.06.18	29	Clerk	Salary	£766.98	
04.06.18		HMRC	PAYE	£0.00	
04.06.18	30	Clerk	Mileage, petty cash & work fm home allow	£187.04	
04.06.18	31	KCC	Pension contribution	£308.78	
04.06.18	32	SLCC	Membership renewal	£92.50	
04.06.18	33	Vision ICT Ltd	Hosting 9 email addresses	£194.40	£32.40
04.06.18	34	Mr R. Croft	Gardening plus purchase plants	£89.85	£10.00
04.06.18	35	R. Marchant & Sons Ltd	Verge & kerbing work by Elizabeth Cottage	£5,550.00	£925.00
04.06.18	36	Mr P. Croft	Mowing	£250.00	
				<b><u>£7,639.55</u></b>	<b><u>£967.40</u></b>