

## LEIGH PARISH COUNCIL

### MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD REMOTELY VIA ZOOM MONDAY 1<sup>ST</sup> JUNE 2020 AT 8.00PM

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

Cllr Kaye advised that the meeting will be recorded.

#### Open Session

##### Report by County Cllr Lake

County Cllr Lake reported as follows:

- i. Hopefully the steps that the Government is taking to ease lockdown will bring us to some form of normality. He expressed gratitude to the Leigh village shop, and said that Leigh is a wonderful, vibrant, friendly, village. The volunteers are all working very hard helping those who are most vulnerable in the community.
- ii. KCC is expecting the majority of primary schools to open today for years R, 1 and 6, and hopefully this cautious return with a limited number of pupils will go smoothly. Officers at KCC in the Children, Young People and Education team are working to ensure that the return to school is done in the safest possible way, and transport links are being re-introduced where required.
- iii. The Household Waste and Recycling Centres are now open from 9am to 3pm 7 days a week, booking a slot in advance is essential either by ringing 03000-417373 or online at [www.kent.gov.uk/hwrcbook](http://www.kent.gov.uk/hwrcbook). There was unfortunately a fire at Dunbrik which has meant that waste collections may be delayed for a short while.

##### Report by District Cllr Osborne-Jackson

District Cllr Osborne-Jackson reported as follows:

- i. The number of volunteers registered in the district remains at 1,421. The total number of requests for support has reached 1,407 an increase of 9 since yesterday.
- ii. Small business & retail, hospitality and leisure grant funds: SDC has made payment to 1,755 businesses to a total of £21.59m in relief and grants. This accounts for approximately 84% of all eligible businesses and 95% of the £22.7m of funding initially allocated to them by Government. SDC has since been awarded a further £2m to enable it to meet the total costs of the schemes to 100% of all eligible businesses should they come forward and apply. £10k grants from the Small Business Grant Fund have been paid to each of 1,267 eligible businesses, totaling £12.67m. £10k grants from the Retail, Hospitality and Leisure Grant Fund have been paid to 219 eligible businesses, totaling £2.19m. Grants up to £25k from the Retail, Hospitality and Leisure Grant Fund have been paid to 269 eligible businesses, totaling £6.73m
- iii. Additional (discretionary) business grant fund: This morning SDC became one of approximately 25% of local authorities to open its new additional grant fund for small businesses. Funding is open to Sevenoaks district-based businesses with less than 50 employees and a turnover of less than £10.2m. Businesses that qualified for Small Business Grants and Retail, Hospitality and Leisure Grants are unable to apply. SDC has £1.2m of funding to allocate. The aim is to assist as many businesses as possible through the scheme, and it is expected that the maximum grant awarded will be £10,000 in most cases. In exceptional cases this could be extended to a maximum of £25,000. There is a 14-day application window from 29 May 2020 to 12 June 2020, and applications must be made online. The first few applications to the new scheme have already come in. Once the application period is closed, all awards will be considered against the criteria for the local scheme as soon as is practicable. Depending on the number of applications and any amount remaining in the grant fund after the initial application period it may be possible to provide further application periods. Full details of the scheme and the application form for businesses are available at [www.sevenoaks.gov.uk/coronavirusbusinessadvice](http://www.sevenoaks.gov.uk/coronavirusbusinessadvice).

- iv. D.Cllr Osborne-Jackson said that he attended the Ensfield Road bridge area on Bank Holiday Monday evening and called Kent Police on the non-emergency phone line 101 due to the large number of people clustering at the site. The Police arrived within ten minutes and quickly dispersed people. The Penshurst Place Manager and the Community Safety Unit officer at SDC will attend a site visit this week, to which Cllr Kaye and the Clerk are invited. The Clerk requested that the farmer is also invited. Due to the large amount of waste left at the site, D.Cllr Osborne-Jackson has requested a second litter bin at this location, this has been approved by SDC. Cllr Britain said that the number of parked cars and people walking in the road is a danger in this location as the speed of traffic is high. D.Cllr Osborne-Jackson said that he will investigate the possibility of reducing the speed limit on this stretch.
- v. D.Cllr Osborne-Jackson has been in touch with Cllr Marchant regarding a large amount of fly-tipping in the area, this is now under investigation. There were a few missed waste collections in Leigh which has now been rectified, and the SDC staff are all doing an excellent job in very difficult circumstances.

County Cllr Lake and District County Cllr Osborne-Jackson left the meeting at 8.25pm.

### **Closed Session**

16. **Apologies for absence** were received from Cllr Croft, Cllr Lake and Cllr Satterley and members accepted their reasons for absence. Cllr Satterley attempted to join the remote meeting but was unable to connect.
17. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**  
None.
18. **The minutes of the Leigh Annual Parish Council Meeting held on 4<sup>th</sup> May 2020** were approved and duly signed. Proposed by Cllr Marchant, seconded by Cllr Smith, and all were in favour.
19. **To approve Safeguarding Policy**  
Cllr Britain said that the Parish Council drew up this policy in order to be confident that volunteers, residents and the Parish Council are safeguarded. The draft policy has been discussed in length by Cllr Kaye, Cllr Rogers, Cllr Britain and the Clerk. Members discussed and approved the Safeguarding Policy. Proposed by Cllr Skipper, seconded by Cllr Smith and all were in favour.
20. **To hear report of the Leigh Parish Council Volunteers Group**  
Cllr Rogers reported that the volunteers carry out 100 different tasks every week, this is reducing as some volunteers are buddying up with residents so that requests don't come through the volunteer co-ordinators. A report is included in the June Parish Magazine, which goes to every household in the parish, setting out everything that the volunteers have done to date. The collection and delivery of medication has been a large task for the volunteers and with the lockdown restrictions easing recently it is hoped that friends and family can collect medication for people. Volunteers have found that in some cases they have had to visit a resident three times in order to deliver the medication as the resident was out. Medication cannot be left on the doorstep or handed to anyone other than the person for whom it is for. The volunteers however are very happy to still help those isolating or vulnerable. People have been immensely grateful for all the help provided by the volunteers, including the bread deliveries and food shopping. The village shop is now open from 9am to 4pm and the post office from 9am to 1pm. The volunteers are now going to start a managed withdrawal and slowly reduce the amount of help to residents, apart from those seriously in need to help, those self-isolating or vulnerable. As the lockdown restrictions are eased and people are able to go out themselves, it is likely that they will not require a weekly bread delivery or a weekly shop. For those who need an emergency food box, SDC offer this service free of charge, which is a wonderful resource for some who are struggling. The community has had the excellent support from Hovis who have provided bread weekly for residents, but the volunteers will soon ask them to reduce the amount as residents begin to get back on their feet. The volunteers have made 360 gowns, this effort has now stopped as the care homes and care providers have enough for now. Cllr Rogers added that the co-ordinators will write to all volunteers asking for permission to retain their details for the time being in case there is a second spike in infections. Cllr Britain said that this is specified in the Safeguarding Policy.

## 21. Planning

### i. To consider applications received

- i. SE/20/00442/HOUSE and SE/20/00443/LBCALT: Orchard House, High Street, Leigh TN11 8RH - internal staircase to loft space, one new dormer and rooflights, garden shelter adjacent to pool. Amended application to show removal of front dormer windows. Members supported this application.
- ii. SE/20/01283/CONVAR: Forge Cottage, The Green, Leigh TN11 8QR - removal of condition 3 (use as holiday let only for 3 weeks at one time) application 98/801 for the Conversion of butchers shop to holiday let. Members supported this application.

The Clerk reported that since the last meeting, the Planning Committee submitted the following comments:

- iii. Leigh Service Station, Lower Green, Leigh TN11 8RU. Details pursuant to SE/19/01731/FUL:
  - i. SE/20/00988/DETAIL: Condition 3 (hard and soft landscaping). Members agreed with Conservation Officer's comments.
  - ii. SE/20/01012/DETAIL: Condition 5 (open space management). Members will await the proposals from the developer.
  - iii. SE/20/01013/DETAIL: Condition 6 (ecological enhancement). Members supported KCC Ecological Advice Service comment.
  - iv. SE/20/01014/DETAIL: Condition 7 (drainage). Members supported Southern Water's comments.
  - v. SE/20/01015/DETAIL: Condition 13 (covered cycle parking). Members had no comment.
  - vi. SE/20/01016/DETAIL: Condition 14 (footway and construction). Members had no comment.
  - vii. SE/20/01017/DETAIL: Condition 17 (electric vehicle charging). Members had no comment.
  - viii. SE/20/01018/DETAIL: Condition 18 (noise assessment). Members had no comment.
  - ix. SE/20/01019/DETAIL: Condition 19 (materials). Members had no comment.
- iv. SE/20/01112/FUL: Manderville, Eggpie Lane, Weald TN11 8PE - demolition of the existing buildings on site and erection of a new dwelling, together with new access and car parking/turning area. Members objected to this application and felt that the site already has a barn converted to residential use in addition to the original dwelling, and this proposal to convert the stables into a third residential property is not acceptable and constitutes intensification of the site in the Green Belt.
- v. SE/20/01126/FUL: Meadow Bungalow, Powder Mill Lane, Leigh TN11 9AS - proposed erection of a stable block (comprising 3 stables, hay store and tack room) above concrete hardstanding, and 2 manure stores for private equestrian use and proposed change of use land to equestrian use. Members were concerned about the size and bulk of this proposed new development in the Green Belt which would be highly visible from the water meadows. The Parish Council has no objection in principle to the erection of stables in this location but members are concerned about the size and impact of this proposal.
- vi. SE/20/01179/NMA: Chessenden, Greenview Avenue, Leigh TN11 8QT - non material amendment to SE/19/03128/HOUSE. Members were concerned about how the second half of the garage would be accessed if the amendment to remove the second garage doors is approved.

### ii. To report SDC planning application decisions

- SE/20/01087/WTCA: Pippin Cottage, The Green Leigh TN11 8QJ - works to trees in a Conservation Area: Two Cypress trees, dismantle and fell to ground level. No Objection Lodged
- SE/20/00883/FUL: Eastwood Farm, Scabharbour Road, Hildenborough - demolition of the existing dwelling and associated outbuildings and the erection of a replacement dwelling and garage, with associated works to garden area, vehicle access and planting. Application approved.
- SE/20/00187/FUL: Ashour Farm, Penshurst Road, Bidborough, Tunbridge Wells, Kent TN3 0LN - importation of 972 tonnes (780 M3) non-hazardous, unprocessed inert and excavation material comprising the fill of disused slurry lagoons for the construction of hardstanding area for vehicle / plant parking and storage of hay bales.

Application withdrawn due to need to re-draw the red line on the location plan to extend the incorporate land that has been affected by the change in land levels to create an extended hardstanding area beyond the former lagoon/pits. Cllr Marchant asked that D.Cllr Osborne-Jackson follows this up with SDC as this is a retrospective application and material has been illegally tipped.

## 22. Finance:

### i. To approve 2019/20 Year End Accounts

Cllr Kaye reported that a Finance Committee meeting was held via zoom on Tuesday 26<sup>th</sup> April and members discussed the Year End Accounts in detail. Cllr Smith proposed that the Year End Accounts be approved, this was seconded by Cllr Rogers 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. Members agreed that the Internal Audit procedures remain effective. Proposed by Cllr Marchant, seconded by Cllr Britain and all were in favour. Cllr Rogers asked whether the requirement under the Finance Regulations for gaining three quotes for payments between £8,000 and £50,000 is per invoice or job, or per annum.

### iii. Audit for year ending 31<sup>st</sup> March 2020

#### a. To consider and agree Annual Governance Statement 2019/20

The Clerk shared the Annual Governance Statement and members read the statements and responded as appropriate.

#### b. To consider and approve Accounting Statements 2019/20

Cllr Smith proposed that the Statement of Accounts be approved, this was seconded by Cllr Skipper, and all were in favour.

#### c. To discuss the Internal Auditor's report

The Clerk reported that the Internal Audit was carried out and the only comment raised was a suggestion that the Parish Council review the Earmarked Reserves and the amount in the General Reserve. To be considered at the July Parish Council meeting.

### iv. To discuss giving a grant to the Friends of Leigh Cricket Pavilion from CIL Reserves

Cllr Kaye reported that he remotely attended the meeting to discuss the ongoing proposal to redevelop the Leigh Cricket Pavilion. Cllr Rogers and Satish Mathur have investigated the best legal entity to manage the proposed project and have recommended that a Community Infrastructure Organisation be formed. The group is in the process of setting up the charity and a bank account. C.Cllr Lake has pledged a grant of £3,000 from his member's fund and Cllr Kaye suggested that the Parish Council also pledge £3,000 from CIL reserves towards this infrastructure project. Cllr Rogers said that the group has prepared an article for submission in the June Parish Magazine, which will go to every household in the parish, which sets the scene and describes how the project will hopefully progress. The group has had a discussion with Kent County Cricket Club and Kent Sports Foundation who is keen to remotely attend the next group meeting. Cllr Smith said that she is pleased that a vehicle is being set up to take this project forward, and she is looking forward to seeing how it develops. Cllr Britain proposed that the Parish Council pledge a grant of £3,000 towards this project, this was seconded by Cllr Smith and all were in favour. The grant will be paid when the bank account is open.

### v. To approve membership renewal to Society of Local Council Clerks: £113.50

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

### vi. To approve list of payments

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

### vii. Garden Refuse Sacks

The Clerk reported that she has a stock of garden refuse sacks which SDC sell for 55p each. The Clerk will charge the same amount. Members agreed that the income received should be given as a grant to Leigh in Bloom. The Clerk also has a stock of black sacks and recycling bags which she gives out free of charge.

**23. To discuss request for a water meter to be installed at No.1 The Bungalows**

The Clerk reported that the resident of No.1 The Bungalows has asked if the Parish Council can investigate the installation of water meters at the APD. The Clerk advised the resident that this was looked into in 2016 and at that time South East Water said that it wasn't possible. Cllr Smith said that no properties along that side of The Green are able to have a water meter but members agreed that the Clerk should make a request to South East Water and see what the response is.

**24. To discuss residents' requests for work to trees in the Old Burial Ground**

- i. The Clerk reported that a resident of 38 Well Close has emailed to say that a holly tree is covered in ivy and is leaning into his garden. He also asks that the foliage be cut back to allow more sunlight into his garden. The quote from The Original Tree Surgeons is: (i) Holly - Reduce by 7.0m to clear the overgrown Ivy and encroachment to 38 Well Close. £300.00 (ii) There are 2 or 3 Lime trees and another Holly which all encroach and the residents would like to see them cut back to boundary. £350.00. Cllr Marchant undertook to have a look and if he agrees that the work is necessary members approved the expenditure of (i) above but the resident should be asked to contribute half the cost of (ii) above. Prior approval would be required for the work from SDC.
- ii. The Clerk reported that a resident adjacent to the Old Burial Ground has asked
  - (i) "The laurels by the entrance to the Old Burial Ground, backing onto my garage, are getting really overgrown, it's now hard to actually get into the graveyard. Would it be acceptable for me to give them a bit of a trim to neaten them up and enable people to have easier access through the gate?" Members approved this request.
  - (ii) "There is still a pile of branches in the middle of the graveyard - what are the plans for this? I can have a bonfire to get rid of it but only if that is OK with you." Members did not approve the request for a bonfire at this time as this is against Government advice.
  - (iii) "There are currently 2 old metal dustbins abandoned under the laurels with rubbish in them. Are they anyone's? I can take them out and put them by the back of the Legion temporarily with a view to them going down the dump when that reopens?" Members agreed that the old metal dustbins can be disposed of.
- iii. The resident of 47 Well Close has asked "I was wondering if you would be able to arrange for a gardener to go in and chop back the graveyard as we are getting all sorts of "wildlife" and vermin visiting our garden - mostly mice, grass snakes etc very frequently now. Our garden and the graveyard are linked together. It's very overgrown and I totally understand that due to lockdown, most services have been cut back but would appreciate any support you could offer." Cllr Marchant undertook to have a look, and item to be considered further.

**25. To discuss the Rural Swathe and Visibility Cutting Contract 2020**

- i. Members agreed to renew the contract with the existing local contractor for a period of 3 years. Cllr Kaye said that the parish works with three other parishes in keeping the verges cut back and well maintained for safety reasons. This is of added importance with the increase in the number of cyclists and pedestrians, and the increase in number of potholes that could be hidden by overhanging vegetation.
- ii. Cllr Kaye reported that he has received several concerned telephone calls about the grass cutting of The Green in front of Porcupine House and the area of The Green around the war memorial. The Leigh in Bloom team had planted daffodil bulbs on the area in front of Porcupine House and they felt that the grass had been cut too early. Members agreed that the daffodils should not be cut until 1<sup>st</sup> June or when the daffodils had died back. It was agreed that the contractor should be asked to discuss the timing of the first cut with the Parish Council so that this is approved in advance. Cllr Marchant said that the contractor does a good job and keeps it tidy. This area belongs to the Parish Council and is registered village green and amenity land, and it must be kept well maintained. He said that the Parish Council agreed to keep the grass short because it is not possible to collect and remove grass cuttings due to the difficulty in disposing of them. By keeping the grass short, there are not large amounts of cut grass left on The Green which would be unattractive. Members agreed to retain an open dialogue with the Leigh in Bloom team regarding the timing of the first cut.

26. **To discuss the use of the bridge and river on Ensfield Road and the resulting safety and litter issue**  
See Open Session above.
27. **To discuss blocked drains near the railway bridge on Ensfield Road**  
The Clerk reported that she has asked the drainage officer at KCC to meet members of the Parish Council on site to look at the drainage issues under and near the railway bridge. Cllr Marchant reported that he is continuing to receive complaints from nearby residents.
28. **Items for reporting or inclusion in future agenda**
- i. The Clerk reported that Cllr Lake has advised that several of the residents have been told by phone engineers that the tree on the green at Charcott is interfering with telephone lines and disrupting wifi. Cllr Marchant undertook to take a look.
  - ii. Cllr Marchant reported that the kerbing works in Charcott have been delayed due to coronavirus-related restrictions, but it is hoped that work will commence shortly.
  - iii. Cllr Skipper reported that the play area and picnic area in Old Powdermills remains closed which is a shame as the residents could be enjoying the picnic area especially during the lockdown. The areas have not been handed over to Gateway by Bellway and Clerk undertook to chase this up.

The meeting closed at 10pm.

Signed .....

Date .....

**LEIGH PARISH COUNCIL  
LIST OF PAYMENTS  
June 2020**

<b>Date</b>	<b>Payment Number</b>	<b>Payee</b>	<b>Detail of payment</b>	<b>Amount Inc. VAT</b>	<b>VAT</b>
01.06.20	252	Clerk	Salary	£839.80	
01.06.20	253	HMRC	PAYE	£331.66	
01.06.20	254	Clerk	Mileage, petty cash & work from home allow	£112.39	£2.10
01.06.20	255	KCC	Pension contribution	£445.83	
01.06.20	256	SSE	Final electricity & gas bills for No.1 APD	£239.53	£9.12
01.06.20	257	Peter Croft	Mowing	£266.00	
01.06.20	258	SLCC	Membership renewal	£113.50	
				<b><u>£2,348.71</u></b>	<b><u>£11.22</u></b>