

## LEIGH PARISH COUNCIL

### MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 5<sup>TH</sup> MARCH 2018 AT 8.00PM

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**PRESENT:** Cllr J. Kaye (Chairman), Cllr R. Britain, Cllr A. Johnston, Cllr P. Croft,  
Cllr G. Marchant, Cllr S. Satterley, Cllr B. Skipper, Cllr S. Smith 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

##### Public Session

Cllr Kaye welcomed members of the public to the meeting and asked if anyone wished to address members.

- i. Mrs Janice Carter said that she is objecting to the application at 19-22 Garden Cottages and wanted to bring her concerns to the Parish Council's attention. The proposed extensions at these properties will have an impact on the light in her garden and house. There are some mature fir trees on the boundary of the site and Mrs Carter's garden, which would shield her house from the development, and Mrs Carter said that she was worried about possible damage to these trees. A neighbour's garden has beech trees on the boundary, which would also shield the house from the development. The main concern, however, is loss of light and overlooking. Cllr Stratton-Brown said that there are no windows proposed on the north side of the development so there shouldn't be overlooking from the proposed new extensions. Mrs Carter said that she was also concerned about additional traffic movements and adequate parking provision for the houses.
- ii. Mrs Linda Smith said that the application form does not include details of the hedges and trees on the boundary of the site, which is incorrect. Mrs Smith said that she was concerned that the development would allow overlooking onto her patio and into the house.

Cllr Kaye thanked members of the public very much for attending the meeting and voicing their concerns, and urged the residents to submit their own comments to this application.

Members of the public left the meeting at 8.10pm.

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

County Cllr Lake reported that KCC carried out their winter maintenance responsibilities as best they could but now unfortunately potholes have formed on the roads due to the snow and ice. The Hildenborough Road seems to be getting worse daily as far as potholes are concerned. Cllr Marchant said that the road surface is very poor on the bend at Laundry Cottage and has only lasted 5 to 6 years. C.Cllr Lake advised that he will chase Bellway about the repair to verges on Powder Mill Lane. The application for extended parking restrictions in the High Street and Hildenborough Road will be considered by the Joint Transportation Board tomorrow night. C.Cllr Lake reported that the Parish Council's application to his member's fund may have to be carried forward to 2018/19 but he said that he hopes to be able to carry £2,000 forward from this year so that the total payment next year should be £4,000. C.Cllr Lake advised that the secondary school offers were made to children on 1<sup>st</sup> March. 20,731 applications to Kent secondary schools were received this year, which is an increase of 1,320 from last year. 95% of children will have been offered one of their preferred schools. District Cllr Lake reported that the application at Manor Farm Buildings has gone to appeal. SDC will write and recommend dismissal of the appeal. Unfortunately, Environmental Health officers were called to The Fleur public house due to noise issues as reported by a neighbour, this will be investigated and hopefully a solution will be agreed. County & District Cllr Lake left the meeting at 8.30pm.

#### Closed Session

##### **185. Apologies for absence**

None.

**186. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**  
Cllr Marchant declared a DPI in item 189(ii), (iii) and (iv) as his company has done or will supply quotes for the work.

**187. The minutes of the Leigh Parish Council Meeting held on 5<sup>th</sup> February 2018** were approved and duly signed. Proposed by Cllr Satterley, seconded by Cllr Croft, and all were in favour.

## **188. Planning**

### **i. To consider applications received**

- i. SE/18/00414/FUL: 19-22 Garden Cottages, Leigh TN11 8QB - erection of two storey rear extensions serving numbers 19, 20, 21 and 22 Garden Cottages. Members supported this application but asked that there is a condition imposed on any approval to ensure that the hedges and boundary trees are retained in order to prevent overlooking into neighbouring properties. The Parish Council wished to inform SDC that the application form accompanying the plans was incorrect. Item 15 on the form asked (i) whether there are any trees or hedges on the proposed development site. The applicant stated that there were none. This is incorrect. (ii) whether there are any trees or hedges on land adjacent to the proposed development that could influence the development or might be important as part of the local landscape character. The applicant stated that there were none. This is also incorrect.
- ii. SE/18/00448/LDCPR (weekly list): St. Andrew's Cottage, Scabharbour Road, Hildenborough TN11 8PJ - proposed side and rear single storey extensions, new porch. Members objected to this application. This property has already reached its 50% allowance and the proposal would constitute inappropriate development in the Green Belt. Members were concerned that this property has had planning applications refused for extensions and rebuilding and the Parish Council does not think that permitted development should be allowed on this site.

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

- iii. SE/18/00394/FUL: Woodlands, 4 Greenview Avenue, Leigh TN11 8QT - subdivision of plot and erection of a new two bed detached dwelling. The Planning Committee submitted the following comment: Leigh Parish Council has no objection to the proposed building and its design but members were concerned that, if approved, there would be an increase in traffic along Green Lane. Members were also concerned that the sight lines from the plot onto Green Lane were not adequate. If the application is approved, the Parish Council asks that there is a condition attached to any approval to state that, during construction, vehicle movements to the site are restricted, in particular there should be no access to the site during school drop off and pick up times, ie between 08.30 to 09.15 and 14.45 to 15.45.
  - iv. SE/18/00470/HOUSE: 1 Home Farm Close, Leigh TN11 8SB - converting garden into parking space. Members supported this application.
- ### **ii. To report SDC planning application decisions**
- SE/17/03914/HOUSE: 10A Well Close, Leigh - demolition of existing conservatory and erection of single storey extension with rooflights. Alterations to fenestration. Application approved.
  - SE/17/04012/HOUSE: 3 Lower Green, Leigh - demolition of an existing wrap around store extension and erection of two storey side extension, single storey front extension and alterations to fenestration and a loft conversion with enlarged rear dormer. Application approved.
  - SE/18/00051/LBCALT: Applebys, Tonbridge Road, Chiddingstone Causeway - replacement of like for like roof tiles where appropriate and necessary, replace membrane and battens where necessary. Application approved.
  - SE/18/00065/HOUSE & SE/18/00066/LBCALT: 9 Home Farm Close, Leigh - proposed single storey extension and conversion of single attached garage to form utility room and home office. Application approved.
- ### **iii, KALC Planning Workshop**
- The Clerk reported that this event was cancelled due to the snow last week, and has been re-arranged for 1<sup>st</sup> May at 6.00pm. Cllr Smith asked to attend the event if there is space.

## 189. The Green:

- i. To hear update regarding the programmed improvement works to The Green
  - i. The Clerk reported that a meeting was held with Richard Earl from TGMS, Alex Lingard from Bourne Amenity (now Bourne Sport Ltd), Cllr Stratton-Brown, the Clerk and Mr David Furneaux. Bourne Sport has sent the following quote: This is to confirm our intentions for works that are to be carried out on the corner of the pitch which is receiving a lot of the surface run off water during periods of heavy rain. I must stress that the drainage system is working as it was designed to but due to the levels of the green that corner is susceptible to collecting water. Also the contract has been signed off and completed, therefore these remedial works will come about with a cost to Bourne Amenity Ltd., now Bourne Sport Ltd. Cost £0.00.
  - ii. The Clerk reported that there is one application of fertiliser to be done in the spring which will cost £330.00 + VAT.
  - iii. The Clerk reported that it was agreed at the meeting that a rubber drag mat would be useful for the football pitch. David Furneaux has investigated options, and there are two that are suitable costing £187.50 and £208.33 + VAT. The drag mat will ensure a better playing surface as it breaks up surface clumps of mud and combs the pitch into a good state, flat, even and smooth. It won't have an impact on drainage. Cllr Skipper proposed that the Parish Council purchase the drag mat for the Football Club, this was seconded by Cllr Kaye and all were in favour.
- ii. To hear update regarding the replacement oak post on the corner of The Green and Powder Mill Lane

Cllr Marchant reported that he is waiting for a price from the supplier. Item to be discussed at the April Parish Council meeting.
- iii. To hear update regarding the kerbing work on The Green

Members asked Marchants to go ahead with the work when convenient. It is hoped that a grant of £4,000 will be awarded from C.Cllr Lake's members fund towards the work.
- iv. To consider laying grasscrete on The Green opposite the school

The Clerk reported that the Defra Management & Protection of Town and Village Greens, Frequently Asked Questions dated January 2010 was circulated to all members, and states:

### **1. How are greens protected?**

Greens receive considerable statutory protection under the following two statutes.

Section 12 of the Inclosure Act 1857 makes it a criminal offence to:

- wilfully cause injury or damage to any fence on a green;
- wilfully take any cattle or other animals onto a green without lawful authority;
- wilfully lay any manure, soil, ashes, rubbish or other material on a green;
- undertake any act which causes injury to the green (e.g. digging turf); or
- undertake any act which interrupts the use or enjoyment of a green as a place of exercise and recreation (e.g. fencing a green so as to prevent access).

Section 29 of the Commons Act 1876 makes it a public nuisance to:

- encroach on a green (e.g. extending the boundary of an abutting property so as to exclude people from that area);
- inclose a green (i.e. by fencing it in, whether or not the effect is to exclude public access);
- erect any structure other than for the purpose of the better enjoyment of the green; or
- disturb, occupy or interfere with the soil of the green (e.g. camping) other than for the purpose of the better enjoyment of that green.

If the above provisions were to be interpreted strictly, an act which causes any injury to a green would appear to be an offence under section 12 of the 1857 Act and any disturbance or interference with the soil of the green (other than for the purpose of better enjoyment of the green) would technically be deemed a public nuisance under section 29 of the 1876 Act. However, in Defra's view, in considering whether or not any given development or action contravenes either or both of these statutes a court is likely to be concerned with whether material harm has been caused to a green and whether there has been interference with the public's recreational enjoyment. Other issues that might be relevant include the proportion of a green affected by the development or activity and the duration of the interference.

## **2. Can vehicles drive over or park on greens?**

Section 34 of the Road Traffic Act 1988 makes it a criminal offence to drive over, or park on land (including a green) not forming part of a road without lawful authority to do so. In this context 'lawful authority' includes either the lawful permission of the owner of the land or a private vehicular right. Those who have lawful permission, a private right or some other form of lawful authority may drive over, or park on, a green without committing an offence under the 1988 Act. Furthermore it is not an offence under the 1988 Act to drive on a green within 15 yards of a public road solely for the purposes of parking on the green.

However, irrespective of whether an offence has been committed under the 1988 Act, driving over or parking on a green may still be an offence under section 12 of the 1857 Act or section 29 of the 1876 Act. For example, if a court adopted a strict interpretation of section 12 of the 1857 Act, any interruption of the use or enjoyment of a green would be an offence under that provision. However, in Defra's view, occasional driving of private vehicles over a green in exercise of a private right of way, for the purposes of parking on private land beyond the boundary of the green, is unlikely to be viewed by a court as giving rise to an offence under the 1857 and 1876 Acts, if the interference with recreational enjoyment is very brief. In our view, a court is more likely to find that vehicular use contravenes section 12 or section 29:

- if the use is very frequent;
- if the use is by very large or slow moving vehicles;
- if the vehicle is parked on the green; or
- if damage is caused to the green by the vehicular use.

A court would need to consider each case on its merits in order to decide whether the vehicular use was an offence, but in one case decided in the Court of Appeal, it was observed that there was 'no sufficient reason to regard the existence and use of [an access track] as injuring the green or interrupting its use or enjoyment by others'. Further information regarding vehicular access over greens can be found in Defra's non-statutory guidance note entitled 'Vehicular access across Common Land and Town or Village Greens'.

## **3. Can the owner of a green charge people for using it?**

Inhabitants of the locality within which a green is situated have the right to use that green for lawful sports and pastimes. By definition any right can be exercised free of charge. Therefore, although the owner of a green may ask a local inhabitant to pay a donation for their use of a green, that person would be under no obligation to pay. This principle would apply equally to a request for a contribution to maintain a green as it would to a request for a payment to enter an organised event such as a fête or sports match which was being held on the green. A local inhabitant cannot be required to pay a fee to exercise a right.

The right to take part in lawful sports and pastimes on a green extends only to local inhabitants, not the public at large. Those who are not inhabitants of the locality can be restricted from, or charged for, using a green unless they have some other right to be there (e.g. if they are crossing a green using a public right of way). However a landowner is likely to face considerable practical difficulties in preventing the general public from using a green owing to the difficulty of distinguishing local inhabitants from the general public.

Members agreed that laying grasscrete on the verges of The Green would not be an offence because the work would be for the purpose of the better enjoyment of The Green. Members asked R. Marchant & Sons Ltd to provide a quote to lay grasscrete on the verge opposite the school and also on the verge opposite the APDs. Quotes to be considered at the April Parish Council meeting.

v. To hear update regarding the work to trees on The Green and in the Old Burial Ground

The Clerk reported that SDC has approved the works to the Chestnut Tree on The Green and the Lime Tree in the Old Burial Ground. The Clerk has notified RWE Rural Services and asked them to proceed with the work.

vi. To consider the request by Lyghe Women's Institute to plant a tree on The Green in 2019

The Clerk reported that she has received a letter from Alison Cook on behalf of Lyghe Women's Institute. "In 2019 the Lyghe Women's Institution will be celebrating its centenary and members would like to mark this milestone by planting a tree which could be enjoyed by the whole village. I am therefore writing to the Parish Council to seek permission for this project and, if agreed, for you to suggest the most appropriate site and type of tree – possibly an oak or beech.

“The WI is planning a special event in the marquee on The Green on the Sunday following the Produce Show and would like to include the tree planting ceremony as part of the celebration.” Members gave approval for the WI to plant a tree on The Green in front of the vicarage, and members to give consideration to the type of tree as the area is quite wet. The WI to be asked for suggestion as to species.

**190. To hear update regarding the possible refurbishment of Leigh Cricket Pavilion**

Cllr Kaye reported that a meeting that had been arranged with representatives of the Cricket Club, the Football Club and the Stoolball Club on Monday 12<sup>th</sup> February was cancelled due to the lack of Cricket Club representatives present. It has been agreed to meet with the Cricket Club again before re-arranging this meeting.

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

The Clerk reported that Linda Terry has given up on the idea of purchasing a red phone box, and will return the donations she has received from parishioners. Clerk to ask BT to remove the old grey phonebox.

**192. Charcott**

None.

**193. Defibrillators**

i. To discuss defibrillator training in Charcott

The Clerk reported that Secamb is hopefully going to provide defibrillator training on either Saturday 21<sup>st</sup> April or Saturday 5<sup>th</sup> May at 10am in The Greyhound, Charcott.

ii. To discuss the possible provision of a defibrillator in Powder Mills

Cllr Skipper reported that he is waiting for Bellway’s Commercial Director to respond, and will report further next month.

**194. Highways & Environment**

i. To discuss the hedge at Well Close and the large conifers at the end of Kiln Lane

The Clerk reported that unfortunately, due to the snow last week, the meeting with KCC was postponed. It has been re-arranged for Tuesday 13<sup>th</sup> March at 10am. Cllr Britain, the Clerk and County Cllr Lake will attend. Residents of Well Close have suggested the following options:

1. Cut down all trees to surface level stumps and plant established Laurel or Golden Privet in between stumps (x42 approx) at 1 metre intervals.
2. Cut down all trees, grind out stumps and replant a new hedge, either Laurel or Golden Privet.
3. Cut down all trees to surface level stumps and erect 1.8m high fence in front of stumps.

Members preferred a Laurel hedge over a Golden Privat hedge and did not favour a fence. Cllr Marchant reported that the conifers at the end of Kiln Lane have been topped, which is good news as the trees were very overgrown.

ii. To discuss the grant funding available to purchase a speed indication device

The Clerk reported that she mentioned the possibility of a new SpeedWatch campaign in the parish magazine, asking for volunteers, but to date no-one has come forward. The equipment can only be used in speed limit areas of 20mph, 30mph or 40mph, which does restrict its use. Kent Police have now advised that the grant scheme previously mentioned has ceased, unfortunately, but it is likely that the cost of £1800+ VAT will still be split three ways (KCC, Kent Police and Town and Parish Council) but at worst it will be split two ways. Item to be discussed next month.

iii. To discuss dates for the bulk refuse freighter visit

The Clerk reported that the freighter will visit on Saturday 24<sup>th</sup> March, stopping at Crandalls from 12.45pm to 1.30pm.

iv. To discuss the parish litter pick

The Clerk reported that the litter pick will take place on Saturday 17<sup>th</sup> March, meeting on The Green at 9.30am.

v. To consider the need for additional dog bins in the parish

The Clerk reported that there are dog bins in the following locations:

Charcott	1
Saxby Wood	1
St. Lukes Church, Chiddingstone Causeway (end of footpath opposite Greenview Avenue	1
Well Close	1
Near Public Conveniences (outside Chestnuts)	1
Powder Mills	2
The Green	2

Members did not wish to order new bins at the current time as it was felt that the problem is not a lack of bin but educating people to clear up after their dog.

vi. Application for additional parking restrictions in Leigh

The Clerk reported that the SDC Joint Transportation Board will consider the proposal for additional double yellow lines on the High Street, opposite the hairdressers, and opposite the end of Powder Mill Lane on the Hildenborough Road at their meeting on Wednesday 7<sup>th</sup> March at 7pm. The officer's recommendation is approval.

**195. Rights of Way**

The Clerk reported that a meeting was arranged at the layby on the A21 with Highways England and local residents who are affected by people parking in the layby car park and trespassing onto their land. It was agreed that CCTV will be erected, with signs informing the public that there are cameras. It is also hoped that improved fencing will be erected, closer to the car park, in an effort to prevent trespassing. Highways England asked that each and every known incident must be reported to them and to Kent Police. They also suggested that our MP is informed of the situation which will help with funding enquiries.

**196. Affordable Housing**

i. To hear report of the vacant property in Gibbs Field, Leigh

The Clerk reported that the vacant two bedroom property in Gibbs Field has now been filled by someone with a strong local connection. After much email correspondence during the month with both SDC and WKHA, the Parish Council accepted that they would not be able to be given the name of the applicant prior to the offer on the property being made, due to new data protection laws. Liz Crockford at SDC advised: "Applicants do not have to complete a questionnaire to prove their local connection. As there were so many applicants for the Gibbs Field home, I agreed with WKHA that they would contact the 35 applicants from the highest two bands (Bands A and B) under the Sevenoaks District Housing Register Allocations Policy (there are 5 Bands in total under the Policy), asking them to provide details of their local connection. As you might expect, a number did not have any local connection. For those that did claim a connection, WKHA forwarded the information to me. I analysed the details of each claim in comparison with the terms of the S106. In consultation with the Housing Options Team Leader, our analysis concluded only one applicant had a proven local connection to Leigh. If this sift of the top 35 applicants had not provided an applicant with a proven local connection, the same process would have been carried out for Band C applicants, then Band D and finally Band E. This process is in line with the S106, i.e. local connection first and foremost, followed by level of assessed housing need."

ii. To hear update regarding the Leigh Affordable Housing Scheme

The Clerk reported that she is still waiting for SDC to analyse the sites on the Parish Council's long list and prepare their report for the Parish Council.

**197. Aviation:**

The Clerk reported that there is a night noise trial workshop taking place on 14<sup>th</sup> March, and then in April there will be a trial using a single route overnight from midnight to 6am. This will affect the parish. The HWCAAG does not support a single route during the daytime or night time and supports Fair & Equitable Dispersal. Clerk to mention the April trial in the parish magazine asking people to complain to Gatwick if the aircraft noise is particularly intolerable during the trial.

**198. Leigh Village Halls report**

None.

## 199. Aged Persons Dwellings

### i. To hear report of the Landlord's Safety Inspections 2018

The Clerk reported that the British Gas Safety Inspections were carried out at both No.1 and No.2 The Bungalows, and both properties were found to be satisfactory with no problems identified, apart from a new Carbon Monoxide detector being required at No.2 The Bungalows, which the Clerk instructed the engineer to fit whilst he was there. Cost £24.99 + VAT. Members approved the expenditure.

### ii. Path and step

The Clerk reminded Cllr Marchant and Cllr Croft to inspect the path and step at No.2 The Bungalows.

## 200. 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: Agenda for Sevenoaks KALC meeting on Friday 9<sup>th</sup> March. The speaker will outline steps that need to be taken in readiness for 2018 General Data Protection Regulations 2018.

ii. Item 3: February e-newsletter from the Office of the Kent Police and Crime Commissioner, Matthew Scott.

iii. Item 4: KCC: Kent Mineral Sites Plan Options – Early Partial Review of Kent Minerals and Waste Local Plan – Consultation on two Planning documents:

1. Kent Mineral Sites Plan Options

2. Partial Review of Kent Minerals and Waste Local Plan 2013-30

These documents are concerned with the identification of sites for the supply of minerals and a review of the adopted Kent Minerals and Waste Local Plan 2013-30 that concerns future waste management and the safeguarding of existing minerals and waste facilities. Since the start of the consultation the evidence base been updated:

1. Information concerning the site areas of the following Minerals Site Options:

a. West Malling Sandpit, Ryarsh

b. Chapel Farm, Lenham

c. Lydd Quarry Extensions, Lydd

2. Assessment of the suitability of mineral site options with respect to Green Belt.

Comments can be submitted using an online form at <http://consult.kent.gov.uk/portal>, by post or by email to [mwlp@kent.gov.uk](mailto:mwlp@kent.gov.uk). The consultation closes on 29 March 2018.

iv. Item 5: Kent Downs AONB Unit: "As part of the Kent Downs Area of Outstanding Natural Beauty's Anniversary year The Kent Downs AONB Unit is updating the management plan for the Landscape. The management plan will contain information on how this special protected landscape is managed into the future. We are asking as many people as possible to contribute their thoughts and ideas and help to shape the future of the AONB landscape. See [www.surveymonkey.co.uk/r/RCJVRDC](http://www.surveymonkey.co.uk/r/RCJVRDC), also [www.kentdowns.org.uk](http://www.kentdowns.org.uk). Deadline for comments 30<sup>th</sup> April 2018.

v. Item 6: KALC – Parish News February 2018, circulated to all members.

vi. Item 9: Email from SDC: "We have been asked to share with you details of the Commonwealth Heads of Government Meeting in April this year. This meeting, one of the largest gatherings of national leaders in this Country coincides with Her Majesty the Queen's 92<sup>nd</sup> birthday celebrations. To mark the gathering, the Foreign & Commonwealth Office is urging as many people as possible to hold Commonwealth Big Lunches in their areas to bring local communities together. Commonwealth Big Lunches can be held from 12 March through to 22 April 2018." Members did not support a Commonwealth Big Lunch as the Royal British Legion is organising a lunch to celebrate the Royal Wedding. Cllr Johnston reported that a meeting has already been held to start organising this event.

## 201. To discuss the requirements under the General Data Protection Regulations

The Clerk reported that the NALC Toolkit on GDPR has now been published, and advised that this will take quite some time to sort out. Members had no objection to their personal contact details being on the website, but thought that consideration could be given to having Leigh Parish Council email addresses. The Clerk reported that she is in the process of preparing policies such as retention policies for documents, collecting new data, and how to manage a breach.

All old planning applications must be destroyed. The Parish Council will need to appoint a Data Protection Officer in due course, but the Clerk said she is waiting for further advice on this from KALC and SDC. The Clerk reported that the Data Protection Bill will have its second reading in the House of Commons on 5 March and NALC will be making representations to MPs on a number of matters including the need for further sector specific advice and guidance from the ICO, a proportionate approach for our sector and funding support for this new legislative burden.

**202. Finance:**

i. To resolve to sign the online banking agreement with Bank of Ireland

The Clerk reported that, at the December Parish Council meeting, it was agreed to set up online banking with the following procedures:

- i. The Clerk circulates as normal the list of payments at Parish Council meetings. This list is approved at the meeting and duly minuted. The list of payments is signed by two members.
- ii. The Parish Council elects an Administrator and several Users on the bank account.
- iii. The Administrator sets up the payments online as per the approved list.
- iv. Two Users log on and authorize the payments with their own log in and passwords.
- v. The Parish Council use KeyCode, which means that passwords for the Administrator and Users are texted to them prior to use and are a once-only password.

Cllr Stratton-Brown proposed that the Parish Council accept the terms of the Bank of Ireland Business On Line and wish to register by completing the Legal Agreement. This was seconded by Cllr Marchant, and all were in favour. The Clerk reported that Administrator responsibilities include setting up and removing Authorised Users, allocating and deleting passwords, setting access rights and authorisation limits, providing training to new Authorised Users and regularly checking the audit log of transactions. Cllr Satterley proposed that the Clerk should be the Administrator. This was seconded by Cllr Kaye and all were in favour. It was agreed that the Parish Council's Standing Orders and Finance Regulations would be updated at the next Parish Council meeting.

ii. To approve payment of cheques

Cllr Satterley proposed that the list of cheques be approved. This was seconded by Cllr Smith and all were in favour.

iii. 2018/19 Precept Tables

The Clerk circulated copies of the tables produced showing all the Town and Parish Council precepts in the district, how they compare in size, cost per Band D property, and in size of increase. Leigh Parish Council's precept is still the cheapest in the district for a Band D property.

**203. To discuss arrangements for the Annual Parish Meeting: Monday 23<sup>rd</sup> April at 8pm**

The Clerk reported that she has asked Secamb whether they would be able to attend to give a talk on strokes and defibrillator use. The Clerk has also invited the men's choir but has not heard back. There will be reports by the Chairman of the Parish Council plus County and District Cllr Lake, and the Police. Clerk to invite the Football Club to come and give a talk about the club and playing on The Green. The Community Award will be presented at the meeting.

**204. 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 3<sup>rd</sup> April. The school has approved the request for Jessica's Hall to be used in the event of rain, and also for the children to use the toilets. The normal summer family fun play event will take place this year on Friday 10<sup>th</sup> August.

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

None.

The meeting closed at 9.55 pm.

Signed .....

Date .....

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

<b>Date</b>	<b>Cheque</b>	<b>Payee</b>	<b>Detail of payment</b>	<b>Amount Inc. VAT</b>	<b>VAT</b>
05.03.18	1913	Clerk	Salary March	£718.75	
05.03.18	1914	HMRC	PAYE	£275.88	
05.03.18	1915	KCC	Pension contribution	£288.10	
05.03.18	1916	Clerk	Mileage & work from home allowance	£122.30	
05.03.18	1917	British Gas Services Ltd	New carbon monoxide detector. No.2.	£29.99	£5.00
05.03.18	1918	Chiddingstone Parish Council	Half share of annual costs of telephone, broadband and printer	£479.75	
05.03.18	1919	Teambase	Stationery	<u>£52.75</u>	<u>£8.79</u>
				<b><u>£1,967.52</u></b>	<b><u>£13.79</u></b>