

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH ANNUAL PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 8TH MAY 2017 AT 8.00PM

PRESENT: Cllr. C. Stratton-Brown (Chairman), Cllr R. Britain, Cllr P. Croft (from 8.15pm),
Cllr A. Johnston, Cllr J. Kaye, Cllr R. Lake, Cllr G. Marchant and Cllr L. Provan

APOLOGIES: Cllr S. Smith

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

Closed Session

1. a. Election of Chairman for year 2017/18

Cllr Provan proposed that Cllr Stratton-Brown be elected as Chairman for the year 2017/18. This was seconded by Cllr Marchant and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Stratton-Brown said that he was willing to stand and was duly elected.

b. To receive Chairman's Declaration of Acceptance of Office

Cllr Stratton-Brown signed the Chairman's Declaration of Acceptance of Office, which was counter-signed by the Clerk.

2. Election of Vice-Chairman for year 2017/18

Cllr Stratton-Brown proposed that Cllr Kaye be re-elected as Vice-Chairman for the year 2017/18. This was seconded by Cllr Provan, and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Kaye advised that he is willing to stand and was duly elected.

The meeting was suspended for the Open Session.

Open Session

David and Kelly Evans attended the meeting in order to discuss the proposal for Leigh to twin with Lavergne. David said that a survey was carried out in the village via emails, noticeboards and the website. The response was low but no-one said that they thought that the twinning should not be undertaken. There were five offers to host a French visitor and eleven offers to help. The schools of both villages are intending to go ahead with a school twinning arrangement from September. Although those that responded were supportive, it was felt that Lavergne is too far away and funding could be difficult. Kelly said that there are five options:

(i) decline the invitation to twin altogether.

(ii) postpone decision to see how the schools' twinning arrangement develops.

(iii) conduct more research and try and gain more local support for the initiative.

(iv) agree to formalise the twinning and hope that it gains support in time.

(v) pursue a twinning arrangement with another community, one that is located not so far away and is closer in size to Leigh.

David said that the proposal was discussed at the Annual Parish Meeting, and it was then felt that there is not enough commitment from the parish. He added that he has spoken to the twinning committees of East Hoathly and Edenbridge to see how their twinning is managed. Both committees said that there are a few people that do a great deal of work, and a fair amount of funding is needed. Cllr Stratton-Brown thanked David and Kelly very much for all they have done and their hard work in investigating the possibilities on behalf of the parish. He added that if the schools want to continue with their twinning arrangement, then they have the support of the Parish Council but he felt that it would be unfair on Lavergne to allow the proposal to drift on without a formal decision. Cllr Britain said that he felt that support from the families of the school children will grow in time as the school's twinning relationship develops.

(Cllr Croft joined the meeting at 8.15pm)

It was agreed that the best approach is to be open with Lavergne and to say that Leigh would be happy with a small start, with the schools starting their own twinning arrangement, and to see how this develops.

However if Lavergne wants more and wishes to investigate twinning arrangements with other parishes, they of course are welcome to do so and Leigh will take it no further, apart from the schools' twinning arrangement. (David and Kelly Evans left the meeting at 8.20pm)

Report by County and District Cllr Lake

Cllr Stratton-Brown congratulated C.Cllr/D.Cllr Lake on his victory at the County Council elections. C.Cllr/D.Cllr Lake thanked Cllr Stratton-Brown and added that he hopes that someone will come forward to take on his District Council seat at the elections in two years' time. As County Council member, he has six Parish Councils and one Town Council to look after. C.Cllr Lake reported that he is delighted that the combined members' grant will continue and there is a total grant of £22,000 to award towards community or highway projects in the ward area. He said that he is keen to support local events and activities, and suggested that the Parish Council draws up a wish list of funding projects. C.Cllr Lake said that he hopes to be the KCC representative on Gatcom, and reported that KCC is undertaking a pothole blitz. C.Cllr Lake said that he felt that double yellow lines in Leigh village are important and he is determined to get traffic speeds reduced along the Hildenborough Road. D.Cllr Lake reported that SDC is the top District Council in the country. Peter Fleming has a determination to take the council forward without raising the council tax, and he will protect the Green Belt as much as possible but still develop a rural economy. D.Cllr Lake reported that he has heard nothing from Mike Holmes on Manor Buildings and undertook to contact Dr Pav Ramewal on this matter and on the issue of development lorries accessing the Old Powdermills site out of the agreed hours. (County/District Cllr Lake left the meeting at 8.30pm.)

Closed Session

3. **Apologies for absence** were received from Cllr Smith and members accepted her reason for absence.
4. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Marchant declared a DPI in item 12(i) as his company has provided a quote for the work.
Cllr Britain declared a DPI in item 15(ii) as the proposal would have an impact on his property.
5. **To approve formation of a new Affordable Housing Committee**
Members resolved to form a new committee with Cllr Stratton-Brown, Cllr Kaye, Cllr Smith, Cllr Croft, Cllr Britain and Cllr Provan as committee members. The Clerk said that it is important to be transparent and completely open about discussions relating to Affordable Housing and although decisions will be made by the full Parish Council, the committee can manage the day-day progression of the project.
6. **Appointment of Committees and representatives to other bodies**

Finance Committee:	Cllr Stratton-Brown (Chairman), Cllr Marchant, Cllr Kaye, Cllr Britain.
Environment Committee:	Cllr Croft (Chairman), Cllr Smith, Cllr Johnston.
The Green:	Cllr Marchant, Cllr Smith, Cllr Croft, Cllr Britain.
Planning Committee:	Cllr Provan (Chairman), Cllr Stratton-Brown, Cllr Johnston, Cllr Marchant, Cllr Smith, Cllr Lake.
ROW Committee:	Cllr Kaye (Chairman), Cllr Johnston, Cllr Provan & members of public.
Affordable Housing Committee:	Cllr Stratton-Brown, Cllr Kaye, Cllr Smith, Cllr Croft, Cllr Britain, Cllr Provan.
Aviation Working Party:	Cllr Stratton-Brown, Cllr Kaye, Cllr Smith, Cllr Britain, Mr Mark Hammer.
HWCAAG:	Cllr Stratton-Brown, Cllr Kaye, Cllr Smith, Cllr Britain.
Leigh United Charities:	Cllr Provan, Mr Brian Ball.
Leigh Village Halls Management Committee:	Cllr Johnston.
Internal Auditor:	Mr Roger Sykes.
Tree Warden:	Cllr Smith.
CPRE:	Cllr Smith.
KALC Sevenoaks branch:	All members

Cllr Stratton-Brown proposed that the above be approved, this was seconded by Cllr Marchant and all were in favour.

7. To confirm that the Parish Council remains eligible to use the General Power of Competence

The Clerk reminded members that the General Power of Competence gives authorities the power to take the reasonable action they need 'for the benefit of the authority, its area or persons resident or present in its area'. Under the provision a local authority has power to do anything that individuals generally have full legal capacity to do. To remain eligible, the Parish Council has to confirm that:

- (a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- (b) the Clerk is qualified in the Certificate in Local Council Administration;
- (c) the Clerk has completed the relevant training.

There are some restrictions: to abide by statutory duties such as considering the likely effect of crime and disorder and conserving biodiversity, and to abide by legislation, such as employment law, health & safety, equality and data protection.

8. The minutes of the Leigh Parish Council Meeting held on 3rd April 2017 were approved and duly signed. Proposed by Cllr Britain, seconded by Cllr Provan and all were in favour.

9. To hear report of the Annual Parish Meeting held on 24th April 2017

The Clerk reported that there was a very good turnout for the meeting and the singing by Leigh Ladies Choir, led by Tamsin Anderson, was most enjoyable. Charles Lloyd attended the meeting in order to talk about Gatwick's Noise Management Board and Fair & Equitable Dispersal, which was very interesting and informative. The Leigh Community Award was presented to Helen Everett as a thank you for all her hard work as Chairman of the Leigh Village Halls Management Committee.

10. Planning

i. To consider applications received

- i. SE/17/01166/FUL: St. Andrew's Cottage, Scabharbour Road, Hildenborough TN11 8PJ - demolition of existing dwelling and erection of a new dwelling. Members objected to this application. The proposed new dwelling would be too large and exceeds the 50% allowance of the original dwelling.
- ii. SE/17/01244/HOUSE: Coombe Firs, Powder Mill Lane, Leigh TN11 8PY - demolition of side extension and chimney, erection of rear extension, loft conversion with balcony and side and front dormers. Members believe that this application is now invalid.
- iii. SE/17/01311/HOUSE: 3 Lower Green, Leigh TN11 8RU - demolition of existing wrap around store extension and erection of two storey side extension, single storey front extension and alterations to fenestration and a loft conversion. Members supported this application.

ii. To report SDC planning application decisions

- SE/16/03233/FUL: Dolly's Dog Grooming Salon, Gaza Trading Estate, Scabharbour Road - change of use of existing building North of Unit 18 to a dog grooming studio. Application approved.
- SE/17/00547/LBCALT: The Firs, High Street, Leigh - installation of secondary windows. Application approved.
- SE/16/02760/FUL: St Marys Church, Hildenborough Road, Leigh - change of use from agricultural to graveyard. Application approved.
- SE/17/00696/HOUSE: 24 Old Orchard, Charcott - erection of a first floor extension with internal alterations. Application approved.

Notification of appeal decisions:

- Appeal Ref: APP/G2245/D/17/3168660 Rookery View, Penshurst Road, Leigh. Appeal regarding SE/16/02739/HOUSE: to demolish existing single storey side and rear extension and conservatory. Build a two storey side and single storey rear extension. Appeal dismissed due to inappropriate development in the Green Belt.
- Appeal Ref: APP/G2245/D/17/3167983 Forge House, Charcott. Appeal regarding SE/16/02659/HOUSE: erection of single storey outbuilding. Appeal dismissed because the proposal would fail to preserve the setting to Forge House.

11. The Green:

- i. To hear update regarding the programmed improvement works to The Green
Cllr Stratton-Brown reported that the sand grooves have been installed and the orange temporary fencing has been removed. The first cricket match was held on Saturday 6th May and the school held their May Fair on Sunday 7th May.
- ii. To consider request for the Leigh School leavers' party to be held on The Green on 21st July
Members were happy for the school to hold their event on The Green, subject to the following:
 - A temporary events notice will be required if the school want to have music at the event.
 - No inflatables can be erected on the new football pitch, and the school must be asked to erect them off the newly sown football pitch due to concern about damage to drainage.
 - The school must ensure that they have specific insurance for inflatables and their own public liability insurance.
 - The school must undertake its own Risk Assessment.

12. Charcott:

- i. To discuss quote for additional work to Charcott Green
The Clerk reported that R. Marchant & Sons has provided a quote for the supply and erection of four wooden posts on Charcott Green. The posts would be 7ft long and 3ft would be set in concrete and would, therefore, be 4ft high with reflectors. The price is £442 + VAT. After explaining the project, Cllr Marchant took no part in the discussion or vote. Cllr Kaye proposed that the quote be accepted, this was seconded by Cllr Johnston and all were in favour.
- ii. To approve the purchase of three more defibrillator signs for the adopted phone box
The Clerk reported that the signs cost £20.30 + VAT and delivery. One has already been ordered but there are three more sides of the box that could take a sign. Members did not wish to purchase any more signs at the current time.

13. Highways & Environment

- i. To hear update regarding the proposal to initiate double yellow lines in Leigh
The Clerk reported that she has arranged a meeting with Geoff Bineham at KCC and Jeremy Clark at SDC to look at the locations for the parking restrictions. This is at 12 noon on Wednesday 17th May. Members were concerned that this time of day is quieter in the village and Clerk to try and change the time to 8.30am.
- ii. To discuss works to trees including possible cabling work to the Veteran Oak
The Clerk reported that Bob Noakes from OTS Kent (Original Tree Surgeons) has inspected the veteran oak tree on The Green, and has recommended that, in order to reduce the risk of branch failure and to preserve the oak tree in its present form for as long as possible, the following is carried out: (i) to carry out a climbing inspection to check existing cables. One cable is obviously slack so instead of tightening this, Bob recommends replacing this one with a non-invasive Cobra bracing system. (ii) to put in place two markers down the trunk to enable the gap to be measured and to monitor any movement over the next eight weeks, taking measurements every two weeks. The price for the above is £325 + VAT. Ultimately, once the risk is too great, the tree's crown will have to be reduced in size but the aim is to avoid that for as long as possible. Members queried whether the price includes the cost of the new cabling. Clerk to enquire. Cllr Johnston proposed that the quote be accepted if the price does include the cabling, this was seconded by Cllr Croft and all were in favour.
- iii. To discuss costs relating to resident's request to remove laurel bush from the Old Burial Ground
The Clerk reported that the resident has received a quote of £312 + VAT to remove the laurel shrub. The resident would replace it with a 6' high fence that will block the view into the burial ground. Cllr Stratton-Brown reported that he and Cllr Kaye carried out a site visit and were sympathetic to the resident's concerns about loss of light. Members approved the removal of the shrub and requested a 50% contribution from the resident.
- iv. To consider request for contribution towards the clearance of Crandalls Pond
The Clerk reported that David Boorman at SDC has asked whether the Parish Council could contribute towards the clearance of the pond as we are now in a new financial year. The quote is for £4,350 + VAT and David suggested a contribution of 10%, ie £435.

Members queried the quoted estimate of excavated material of 80m³ but were in favour of contributing the requested 10% or £435 whichever is the lesser amount.

- v. To consider request for contribution towards work at The Triangle, at the end of Church Hill
Cllr Provan reported that the resident has offered to carry out work to The Triangle, including weeding, hedge cutting and planting plants and bulbs, this will cost her approximately £80. Cllr Provan proposed that the Parish Council contribute £40 towards this expenditure, this was seconded by Cllr Kaye and all were in favour.
- vi. Temporary road closure
The Clerk reported that Peshurst Road, Leigh, will be closed from today for 5 days for carriageway repairs. There will be a diversion in place via Moorden, Station Road, Chiddingstone Causeway.
- vii. To discuss the Bulk Refuse Freighter service for 2017
The Clerk reported that Chiddingstone Parish Council would like to increase the frequency of this service from three times a year to four times a year. The service is well used and is in demand locally. The Clerk added that Peshurst Parish Council is happy to increase the frequency. Cost per session is £75.50 + VAT. Members were all in favour.
- viii. Leigh Station platform works
Cllr Britain reported that the platforms at Leigh Station have been replaced.

14. To hear update regarding the Rural Swathe and Visibility Cutting Contract 2017

The Clerk reported that Sevenoaks Weald Parish Council has agreed to try the service for one year as a trial to gauge local opinion and cost. The first cut will be done towards the end of May, and will include the stretch from Home Farm to the village.

15. Rights of Way

- i. To hear ROW committee report
Cllr Kaye reported that the online training system for Countryside Access Wardens is now working, and Cllr Kaye said that he will arrange a ROW Committee meeting in due course.
- ii. To hear update regarding the request for a permissive path at Paul's Hill Cottage
Cllr Stratton-Brown reported that he would like to pursue this matter to conclusion one way or the other and undertook to contact Peshurst Place to see whether they would agree to a permissive path and, if they do agree, Cllr Stratton-Brown undertook to bring the matter back to the full Parish Council for discussion and vote on whether to proceed. Cllr Britain said that consultation must be undertaken with all those residents affected. Cllr Provan proposed that the Parish Council agree to Cllr Stratton-Brown pursuing this matter with Peshurst Place, this was seconded by Cllr Kaye who added that it is important that all alternative proposals must be considered with an open mind. All were in favour. Cllr Britain had declared a DPI in this matter and took no part in the vote.

16. Affordable Housing

- i. To hear update regarding the Leigh Affordable Housing scheme
The Clerk reported that a meeting was held last week to allow possible sites to be considered. Ten possible sites were considered and Clerk to plot on a map and send to SDC for their comments.
- ii. To consider next steps
The Clerk reported that the next steps will be as follows:
 - i. Long list of sites to be plotted on a map and spreadsheet, showing all details including map references and landowner.
 - ii. Long list to be sent to SDC for their consideration.
 - iii. ACRK will write to landowners of sites that satisfy SDC's criteria for rural affordable housing schemes to see if the sites might be available.
 - iv. A short list will then be drawn up.
 - v. Parish Council to consult residents on the list of potential sites.

17. Aviation:

To hear report of the High Weald Councils Aviation Action Group

Cllr Stratton-Brown reported that the next HWCAAG meeting is on 23rd May in the Small Hall, Leigh, at 7.30pm. The Parish Council and HWCAAG will submit responses to the Airspace Consultation and the consultation on Heathrow's additional runway proposal.

18. To consider whether to proceed with the proposal for Leigh to twin with Lavergne

This was discussed as part of the Open Session, see above.

19. Leigh Village Halls report

Cllr Johnston reported that the new Chairman of the Leigh Village Halls Management Committee is Paula Beresford.

20. Aged Persons Dwellings

The Clerk reminded Cllr Stratton-Brown and Cllr Marchant to look at the path and step at No.2 The Bungalows.

21. 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: Email from PCSO Laura Morris regarding suspicious vehicles seen in the area.
- ii. Item 3: KCC: **Pothole Blitz Launch 2017**: KCC launched its 2017 pothole blitz on 3rd April. We are spending an extra £2.4million to repair local roads in Kent throughout spring and summer. We used a team of local contractors for last year's pothole blitz and they successfully delivered more than 1,300 individual pothole repairs and 56,510 square meters of larger road repairs. We have made an early start on this year's pothole blitz by using the same contractors to repair potholes in April. The pothole blitz work is being carried out in addition to our normal maintenance work, and we are still continuing with our Keep Kent Clean campaign, which has seen our crews out across the county cleaning signs, re-painting white lines and maintaining shrubs. You can find out all about our Keep Kent Clean campaign on Facebook www.facebook.com/KeepKentClean or using searching #keepkentclean on Twitter."
- iii. Item 4: KALC Sevenoaks – agenda for next meeting on Friday 9th June. The speaker will be Cllr Roddy Hogarth, SDC's Portfolio Holder for Economic & Community Development.
- iv. Item 5: SDC re: FareShare FoodCloud, which is a new scheme that helps charities and community groups access the free, unsold, surplus food from a day's sales at the local supermarket. FoodCloud has already helped over 4,000 UK groups to access hundreds of tonnes of fresh, good quality, free food. This project has already been launched in all large Tesco stores, and this year it will be launched in all Tesco Express and Waitrose stores. The fresh surplus food will be packaged and ready for collection by charities from their local supermarket at 8.30pm on designated days of the week.
- v. Item 6: Email from Tom Tugendhat: "(i) My Broadband Summit in Leybourne was extremely well attended, confirming to everyone just how poor broadband is in much of our area. It was a frustrating meeting with good ideas coming from AirFast, however BT confirmed to many that they are simply not taking the task seriously and are failing to provide information. After the meeting I sent a letter to Gavin Patterson, Chief Executive of BT, which I think summed up the feelings of all those who attended. (ii) Southeastern serve just over half of the stations in the Tonbridge and Malling constituency. Whilst they have run our stations and operated trains for a number of years, this hasn't always been reliable. The DfT has announced a consultation for the new franchise, giving us a chance to tell the Government what we want from the next franchise holder. It's crucial at this stage that we have our say and demonstrate the areas for improvement."
- vi. Item 7: KCC Press Release: New school health services are being rolled out in Kent which will see greater access for children and young people to support for physical and mental health issues. KCC has awarded two new contracts - the Primary School Public Health Service and the Adolescent and Targeted Emotional Wellbeing Service - to Kent Community Health NHS Foundation Trust (KCHFT).

The new contracts for school-age children were drawn up after consultation with people using and working with the services. It started on 1st April and parents, children, young people and schools will notice a variety of improvements over the next couple of months including:

- increased opening hours from 8am until 6pm, Monday to Friday
- easier access with one number, email and online referral to contact the service
- uniforms to make the school health team more visible
- increased drop ins at schools, youth clubs and community venues
- for children and young people, with web chat.

The **Primary School Public Health Service** will provide:

- Health Assessments at Year R and Year 6
- Interventions for a range of health needs (including emotional wellbeing) and referral on to specialist services where necessary
- Drop-in clinics in schools for advice and information
- The National Childhood Measurement Programme (NCMP) - weighing and measuring children in Year R and Year 6
- Vision and hearing screening for Year R
- Support for primary schools in developing School Public Health Plans and delivering whole-school approaches to improve the health of their pupils.

The **Adolescent Health and Targeted Emotional Wellbeing Service** will provide:

- Health assessments at Year 10 and Year 12
- Interventions for a range of health needs (including emotional wellbeing) and referral on to specialist services where necessary
- Drop-in clinics in schools for advice and information
- Support for secondary schools in developing School Public Health Plans and delivering whole-school approaches to improve the health of their pupils
- A targeted emotional wellbeing services for primary and secondary school-age children in partnership with CXX.

- vii. Item 8: Emails from and to Kelly Evans: “Does the Parish Council have any involvement in or influence over the operation of the commuter bus between the village and Hildenborough Station? If so, I wonder if there is anything you can do to register with KCC or the company how unhappy village customers have been this last week with the surprise increase in fares. I think that, on change of contract, we might have expected to see some level of increase. But a doubling of the cost of the journey between here and the station has come as quite a shock and not a few questions about the justification.” (ii) response from KCC: “There is a fare variation on this service. Apparently Arriva were offering 10 trips for the price of £7.60. Then the contract was awarded to Go Coach who charge the correct price for a ticket.”
- viii. Item 9: DEFRA: Fly-tippers could be forced to help councils clear-up illegally dumped waste in a new drive to clean up the countryside. Government recommendations include making offenders on community sentences, including people caught fly-tipping, to help councils clear up litter and fly-tipped waste. Offenders could receive £150 fines as the government seeks to curb littering with proposals for new enforcement, education and community engagement. Defra secretary Andrea Leadsom said she wanted the government's first Litter Strategy for England to reduce the near £800m burden to the taxpayer of clean-up costs. Vehicle owners could receive penalty notices when it can be proved that litter was thrown from their car, even if it was discarded by somebody else.
- ix. Item 10: Email from Robin Hadley, Landscape Team Leader, KCC re: hedge at Well Close: “After a great deal of land registry and definition searching this hedge came back as not highways, despite what was advised previously. Our access to data and mapping has improved considerably over the last few years. However, the hedge was cut back because it was causing an obstruction to the road which followed a number of complaints. I’m not sure what we can do to improve its aesthetics but clearly if there is an issue to the highway we need to have a look. I’m not going to be able make a site visit this side of the bank holiday but may be able to ask one of our landscape officer to take a look.” Clerk to ask KCC who the hedge belongs to.

- x. Item 12: SDC News Release: **Free advice event for empty home owners:** People who own empty homes are invited to attend a free advice surgery to help bring their property back into use. The free event takes place from 9am to 1pm on Thursday 11 May at SDC's offices in Sevenoaks.
- xi. Item 14: Email from David Hutchins: "could you please put in a request to cut the grass verge between Home Farm Close and Park House again, as per last year. It has been so very helpful to those us in Home Farm Close to be able to safely walk to the village off the main road. Secondly, please could a mention be made that now that the Stocks Green Road new speed limit has made a noticeable difference to the speeding cars on that stretch, it now rebounds on those of us living along the further stretch of the road towards the village as the cars now take even more advantage of speeding along into the village (possibly to make up for their having been 'held at 40mph' just before?)"
- xii. Item 15: KALC: the Good Councillors Guide 2017 has now been published and is ready to use. This is a vital and innovative Guide, which has greatly expanded from previous editions. The cost per copy is £2.99 plus postage and packing but you can also download digital copies from our website www.kentalc.gov.uk (publications) and NALC's website www.nalc.gov.uk (publications)." Members asked the Clerk to order ten copies.
- xiii. Item 16: KCC: re: this year's application form for the rural parish bus shelter grant. "As in previous years, we are able to provide match-funding of up to 50% or £2,000, whichever is the greatest, for parishes wanting to re-furbish or replace existing bus shelters in rural areas. Unlike previous years, the deadline for applying is much earlier on in the year; this is so that parishes have plenty of time to carry out the work as they will all know by September whether or not they have a grant. It will also enable us to re-deploy any funds which have been allocated but not used, later on in the year, in time for other parishes to use those funds. In the past we allocated on a first-come, first-served basis, but as the grant has increased in popularity, we have had to introduce a slightly more formalised system of assessing eligibility, in order to ensure that public funds are deployed most effectively. We have introduced a deadline for applications of July 31st 2017, by which time all applications should be received. Applications are preferred by e-mail, but postal applications are also accepted. The process for this year will be that parishes are encouraged to apply for their grant as early in the year as possible and by 31st July at the latest."

22. To hear update regarding resident's request for provision of a small skate and scooter trick area
The Clerk reported that she has written to the resident asking for more information on the type and size of equipment he has in mind, and matter can be discussed further at the June Parish Council meeting.

23. To consider and update Risk Assessment

Cllr Lake reported that he has re-drafted the Risk Assessment, and each risk now has its own inherent risk rating, residual risk rating and details of the control in place to manage the risk. He suggested that the Risk Assessment is reviewed every six months to ensure that the controls are effective, to consider whether the risks are current and whether there are any new risks to be added to the assessment. Cllr Kaye proposed that the Risk Assessment be approved, this was seconded by Cllr Johnston and all were in favour. Members thanked Cllr Lake for his hard work on this matter.

24. Finance:

- i. To discuss the CIL income and consider possible projects that could be funded by this income
The Clerk reported that £23,562.50 has been received from SDC as Leigh Parish Council's proportion of the Community Infrastructure Levy earned from October 2016 to March 2017. The neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area'. The wider definition means that the neighbourhood portion can be spent on things other than infrastructure (as defined in the Community Infrastructure Levy regulations). For example, the pot could be used to fund affordable housing where it would support the development of the area by addressing the demands that development places on the area. Parish, town and community councils should discuss their priorities with the charging authority during the process of setting the Levy rate(s). Once the levy is in place, parish, town and community councils should work closely with their neighbouring councils and the charging authority to agree on infrastructure spending priorities.

If the parish, town or community council shares the priorities of the charging authority, they may agree that the charging authority should retain the neighbourhood funding to spend on that infrastructure. It may be that this infrastructure (eg a school) is not in the parish, town or community council's administrative area, but will support the development of the area. If a parish, town or community council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of those funds to the charging authority.

The Community Infrastructure Levy (Amendment) Regulations 2013

“59C. - A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding —
 (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 (b) anything else that is concerned with addressing the demands that development places on an area.

Members asked the Clerk to find out what the October payment is likely to be for Leigh, and members to give consideration to the projects that could be funded by this CIL income.

- ii. To consider request for grant towards the purchase of a portable PA system, approx. £550 + VAT
 The Clerk reported that David Bennie has requested a grant – or for the Parish Council to fund – the purchase of a new portable public address system for local events. Members asked the Clerk to find out more information and item to be considered at the June Parish Council meeting.
- iii. To consider insurance renewal premium: £1,192.27 (year two of a three long term agreement)
 Cllr Johnston proposed that the insurance policy be renewed at a cost of £1,192.27. This was seconded by Cllr Kaye and all were in favour.
- iv. To approve payment of cheques
 Cllr Kaye proposed that the list of cheques be approved. This was seconded by Cllr Marchant and all were in favour.

25. Items for reporting or inclusion in future agenda

Cllr Provan asked for consideration to be given to improved signs asking people to clear up after their dogs. Clerk to ask Dan Eaton whether the school children could produce some laminated signs, and Cllr Provan undertook to write a piece in the parish magazine. The problem area is the path at the end of Greenview Avenue.

The meeting closed at 10.00 pm.

Signed

Date

**LEIGH PARISH COUNCIL
 LIST OF CHEQUES
 May 2017**

Date	Cheque	Payee	Detail of payment	Amount Inc. VAT	VAT
08.05.17	1811	Clerk	Salary	£686.82	
08.05.17	1812	HMRC	PAYE	£253.39	
08.05.17	1813	Clerk	Mileage, petty cash & work from home	£180.08	
08.05.17	1814	KCC	Pension contribution	£273.69	
08.05.17	1815	Zurich Municipal	Insurance renewal	£1,192.27	
08.05.17	1816	Knockout Print Services	Annual meeting boards	£60.00	£10.00
08.05.17	1817	Communicorp	Local Councils Update renewal	£75.00	
08.05.17	1818	Bourne Amenity Ltd	Works to The Green	£3,493.63	£582.27
08.05.17	1819	TGMS Ltd	Post Construction Monitoring, The Green	£600.00	£100.00
08.05.17	1820	Chiddingstone PC	Reimbursement purchase paint kit & sign	£149.30	
08.05.17	1821	Mr P. Croft	Mowing	£250.00	
08.05.17	1822	Mr R. Croft	Mowing Memorial Green	£60.00	
				<u>£7,274.18</u>	<u>£692.27</u>