

## LEIGH PARISH COUNCIL

### MINUTES OF THE LEIGH ANNUAL PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 14<sup>TH</sup> MAY 2018 AT 8.00PM

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

#### Closed Session

**1. a. Election of Chairman for year 2018/19**

Cllr Stratton-Brown proposed that Cllr Kaye be elected as Chairman for the year 2018/19. This was seconded by Cllr Marchant and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Kaye said that he was willing to stand and was duly elected.

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

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

**2. Election of Vice-Chairman for year 2018/19**

Cllr Kaye proposed that Cllr Smith be re-elected as Vice-Chairman for the year 2018/19. This was seconded by Cllr Britain. There were no other nominations. Members unanimously voted to accept the proposal. The Clerk advised that Cllr Smith has said that she is willing to stand and was duly elected.

The meeting was suspended for the Open Session.

#### Open Session

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

County Cllr Lake reported that he has signed off the Parish Council's application for grant of £4,625 towards the kerbing and improvement work on The Green from his Member's Fund. Members thanked C.Cllr Lake very much for approving this grant. C.Cllr Lake reported that KCC has approved the request for the speed limit to be reduced to 40mph from St. Luke's Church in Chiddingstone Causeway to Knotley Hall, and also on Station Hill, Moorden. He is going to request a speed reduction in Leigh village past the school to 20mph as there is clear justification for this reduction as, although there have not luckily been any casualties, it is important locally and C.Cllr Lake would like to give his support. There will be a consultation process to go through, but hopefully this will be a formality. The new yellow lines in the High Street seem to have improved conditions which is good. County Cllr Lake advised that he has received an email from the NHS which said that the out-of-hours surgeries will be closed at both Sevenoaks and Tonbridge Cottage Hospitals, and people will have to go to either the A & E at Pembury or Maidstone Hospitals. GPs will still come out to people at home if there is an emergency. There is a shortage of 274 GPs in Kent alone. There is no news yet about the new doctors' surgery in Edenbridge. There will be a new consultation starting on 19<sup>th</sup> June about subsidised bus services, and it is hoped that the area will retain the current services. He took Julian Cook (Sevenoaks District Manager, KCC) to see the damage to verges on Powder Mill Lane, and hopefully Ian Kidd (Enforcement Officer, SDC) will be able to meet Bellway on site to look at the verges which need repairing as the drainage is not running efficiently. Cllr Skipper reported that work has been carried out by the contractor today but the residents are still concerned that things that Bellway promised to undertake have still not been done.

County and District Cllr Lake left the meeting at 8.55pm

## **Closed Session**

3. **Apologies for absence** were received from Cllr Croft and Cllr Smith and members accepted their reasons for absence.
4. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**  
None.
5. **The minutes of the Leigh Parish Council Meeting held on 9<sup>th</sup> April 2018** were approved and duly signed. Proposed by Cllr Stratton-Brown, seconded by Cllr Skipper, and all were in favour.
6. **To hear report of the Annual Parish Meeting held on 23<sup>th</sup> April 2018**  
Cllr Kaye reported that the meeting was excellent and there was a good turnout. There was a very good demonstration by the two Community First Responders on both the use of defibrillators and first aid for someone who is having a stroke. There was a police report and a report by County & District Cllr Lake. That BARitones, the Leigh Men's Choir, entertained us all. The Community Award was presented to Arthur Lewis this year for his outstanding contribution to Leigh.
7. **Appointment of Committees and representatives to other bodies**  
Members approved the following:  

<b>Finance Committee:</b>	Cllr Kaye, Cllr Stratton-Brown, Cllr Marchant, Cllr Britain.
<b>Environment Committee:</b>	Cllr Croft, Cllr Smith, Cllr Johnston.
<b>The Green:</b>	Cllr Marchant, Cllr Smith, Cllr Britain, Cllr Croft.
<b>Planning Committee:</b>	Cllr Marchant (Chairman), Cllr Skipper, Cllr Johnston, Cllr Smith, Cllr Satterley.
<b>ROW Committee:</b>	Cllr Kaye (Chairman), Cllr Johnston & members of public.
<b>Affordable Housing Committee:</b>	Cllr Kaye, Cllr Stratton-Brown, Cllr Smith, Cllr Croft, Cllr Britain, Cllr Satterley.
<b>Aviation Working Party:</b>	Cllr Stratton-Brown, Cllr Kaye, Cllr Smith, Cllr Britain.
<b>HWCAAG:</b>	Cllr Stratton-Brown, Cllr Kaye, Cllr Smith, Cllr Britain, Cllr Skipper.
<b>Leigh United Charities:</b>	Mr Brian Ball.
<b>Leigh Village Halls Man.Comm.:</b>	Cllr Johnston.
<b>Internal Auditor:</b>	Mr Roger Sykes.
<b>Tree Warden:</b>	Cllr Smith.
<b>CPRE:</b>	Cllr Smith.
<b>KALC Sevenoaks branch:</b>	All members.
8. **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.
9. **To review the following policies and procedures:**
  - i. Leigh Code of Conduct
  - ii. Social Media Policy
  - iii. Procedure for Handling Complaints

iv. Procedure for Handing Anonymous Letters

Members reviewed the above policies and procedures and confirmed that they are still current and fit for purpose. Clerk to investigate a new Press & Media Policy.

**10. To update the Rights of Way Committee Terms of Reference**

Members considered updates to the ROW Terms of Reference, namely:

- i. that the Committee will meet when required.
  - ii. that the Leigh Countryside Access Wardens, who have been trained by Kent County Council, will clear footpaths as required, and will act upon requests made by KCC for work to be undertaken.
- Cllr Kaye proposed that these changes be approved, this was seconded by Cllr Marchant and all were in favour.

**11. To discuss the requirements under the General Data Protection Regulations**

i. To approve the following draft policies:

- i. Information & Data Protection Policy
- ii. Document Retention & Disposal Policy
- iii. The Management of Transferable Data Policy
- iv. Members & Employee Privacy & Bring Your Own Device Acceptable Policy
- v. Email Contact Privacy Notice
- vi. List of Documents for Retention or Disposal
- vii. Inventory of Personal Data Captured, Stored and Processed

Members considered each policy and Cllr Skipper proposed that all the policies be approved and adopted with immediate effect. This was seconded by Cllr Satterley and all were in favour. Clerk to investigate UK cloud storage for back ups with the Parish Council's website provider.

ii. To consider whether there is a need to appoint a Data Protection Officer

The Clerk reported that the Government tabled an amendment on 25<sup>th</sup> April 2018 to its Data Protection Bill to exempt all Parish and Town Councils and Parish Meetings from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. The amendment is still subject to the Parliamentary process and may or may not get voted through or not in its present form. If it does get voted through, then appointing a DPO to support a Council's approach to data protection would be discretionary but may be regarded as good practice. Members did not see the need to appoint at DPO at this time but agreed to keep it under review.

**12. Planning**

i. To consider applications received

- i. SE/18/01032/FUL: Land west of Hale Oak Farmhouse, Hale Oak Road, Sevenoaks Weald TN14 6NQ - conversion of agricultural building to a single dwelling, with new fence and replacement gates. The Planning Committee had no objection if the application satisfies planning policy.
- ii. SE/18/01066/CONVAR: 1 Cherry Tree Cottages, The Green, Leigh TN11 8QP - variation to condition 2 (materials) of 17/03399/HOUSE (to drop kerb to create a new vehicular access and parking) with amendment to materials used. The Planning Committee had no objection to this application.
- iii. SE/18/01213/WTPO: Oak Cottage, The Green, Leigh - various works to trees. The Planning Committee had no objection to this application.
- iv. SE/18/01293/HOUSE: Corawell, Kiln Lane, Leigh TN11 8RT - demolition of existing UPVC conservatory, construction of new single storey extension and conversion of existing integral single garage. Members supported this application.
- v. SE/18/00939/HOUSE and SE/18/00940/LBCALT: The Woods, Hildenborough Road, Leigh TN11 8NA - wooden fence at a maximum height of 2 metres along the western perimeter of the rear garden. Members had no objection to this application.
- vi. SE/18/01124/HOUSE and SE/18/01125/LBCALT: The Firs, High Street, Leigh TN11 8RW - partial demolition of rear extension, erection of a part two storey and part single storey rear extension with rooflight. Members supported this application.

- vii. SE/18/01326/HOUSE and SE/18/01327/LBCALT: Chilling House, High Street, Leigh TN11 8RH - extend over existing ground floor extension, alterations to rear roof, fenestration to side and internal alterations. Cllr Marchant declared a DPI in this item as the applicant is a neighbour. Members had no objection to this application.
- viii. SE/18/01147/LDCPR: 6 Knotley Hall Cottages, Tonbridge Road, Chiddingstone Causeway TN11 8JH - erection of dormers to the rear and a loft conversion and rooflight to the front. Members questioned whether the development rights have been removed on these properties. Clerk to investigate.

ii. To report SDC planning application decisions

- SE/18/01052/HOUSE: Middle Cottage, 42 Well Close, Leigh - single storey conservatory replacement at rear. Application approved.
- SE/18/00942/HOUSE: Ramhurst Manor, Powder Mill Lane, Leigh - conversion of potting shed/outbuilding to residential annex. Application approved.

iii. To hear report of the KALC Planning Workshop held on 1<sup>st</sup> May in Hever Village Hall

Members agreed that the event was interesting and professionally done.

**13. The Green:**

i. To consider request for visitors to the Church Fete on 30<sup>th</sup> June to park on The Green by the Vicarage

Members had no objection to this request providing the ground conditions are dry. Proposed by Cllr Marchant, seconded by Cllr Stratton-Brown and all were in favour.

ii. To consider request by Lyghe WI to erect a maypole on The Green as part of their centenary celebrations in May 2019, and also to erect a gazebo on The Green for refreshments

Members had no objection to this request providing a maypole is used that does not require a pole into the ground. They had no objection to the siting of a gazebo on The Green. Proposed by Cllr Stratton-Brown, seconded by Cllr Satterley and all were in favour.

iii. To consider request by a resident for a memorial Oak Tree to be planted on The Green

The Clerk reported that she has received an email from a resident asking whether an Oak Tree could be planted on The Green as a memorial to him when he's passed away. Members did not approve the planting of a new tree, but agreed that if one of the current trees on The Green needs replacing, this could be arranged.

**14. Charcott:**

i. To discuss defibrillator training in Charcott

The Clerk reported that she is still waiting for confirmation of the date.

**15. Powder Mills**

i. To discuss the improvements required to be undertaken by Bellway Homes on Powder Mill Lane and the installation of a permanent barrier between the Old Powder Mills development and the houses at Powder Mills

This was discussed in the Open Session, see above.

ii. To hear update regarding the possible provision of a defibrillator in Powder Mills

Cllr Skipper reported that he is waiting for a response from Bellway on this matter.

**16. Highways & Environment**

i. To discuss the hedge at Well Close

The Clerk reported that after the meeting with Dan Brown from KCC and County Cllr Lake, with Cllr Britain, she emailed Dan to ask why the section of hedge is excluded from the area shown as within KCC's ownership, as their map made no sense. The Clerk has also asked for proof of ownership. This has to be established before there can be a discussion about removing the existing hedge and re-planting. Dan has said that he is still chasing a final outcome from his definitions team, but he has been told that a review of the site will be done in late-May.

ii. To discuss the Oak Tree and hedge by the entrance to The Forstall

The Clerk reported that she has received a complaint about the size of the Oak tree on the triangle outside The Forstall by the noticeboard, and also the size of the overgrown hedge.

KCC has maintained both the past but neither has been attended to for some time. The owners of the adjacent property has planted a large leylandii hedge but saplings between the hedge and her boundary have grown and are also blocking out the light.

iii. To discuss the cost and criteria for a pedestrian crossing and a School Crossing Patrol person on The High Street, Leigh

The Clerk reported that Geoff Bineham from KCC has said that if the Parish Council wish to install a pedestrian crossing, they would need to commission a traffic survey and pedestrian count to ascertain the speed of traffic and pedestrian demand, and there are minimum requirements in regard to the distance that a crossing should be from a junction. He said that there doesn't have to be a Zebra crossing for a School Crossing Patrol person but dropped crossings are preferable. He said that the cost of construction alone starts at £15,000 and can rise to as much as £25,000 depending on the site and due to the lack of injury crashes here, unfortunately there would not be any funding from KCC for this. Members agreed to wait and see whether a reduction in the speed limit to 20mph can be achieved.

iv. The Clerk reported that PCSO Simon Humphreys has agreed to carry out some speed tests in Leigh. Also Chief Inspector Nick Innis has emailed to say "I have confirmed that Sevenoaks District Council CSU have Speedwatch equipment, which they purchased and can be borrowed by parishes to save each having to consider buying their own. If anyone does wish to volunteer, then the equipment is available and we will arrange some training for people – as far as I know – all at no cost to the parish."

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

The Clerk reported that the first cut of the rural swathe and visibility areas will be done shortly. The contractor has increased his charges by 50p per hour. The contractor cuts 260km which takes 80 hours. The contract last year cost £2,470 + VAT per cut, this year each cut will cost £2,600 + VAT. This is divided by the four parishes. The funding from KCC this year will be £3725.59. KCC has asked the cluster to take on the hedge cutting of a hedge in Peshurst and will devolve funding of £301.89 for this work. Peshurst Parish Council would prefer to employ their own contractor for this work, and will accept funding from KCC. Members were keen for the first cut to be carried out as soon as possible, as the verges are overgrown and could cause a safety hazard.

#### 18. Rights of Way

- i. The Clerk reported that she has received a request for the footpath over the old airfield in Chiddingstone Causeway to be cut back. Cllr Kaye undertook to discuss this with Kent PROW.
- ii. The Clerk reported that she attended a meeting with Highways England on Friday 13<sup>th</sup> April at Barnett's Wood in order to see the improvements that have been carried out. 895m of high metal fencing with sharp pointed tops has been erected all around the picnic area. New benches and litter & dog bins have been purchased and the toilet block has been improved. CCTV has been installed on tall poles with warning signs and all the trees have been crown-lifted and pruned to improve the look of the picnic area, but also to give better visibility of the whole area. Members were very grateful to Highways England for listening to concerns and acting so quickly.

#### 19. Affordable Housing

- i. The Clerk reported that she has now heard from SDC. The Parish Council was waiting for SDC to analyse the sites on the long list and prepare a report for the Parish Council which would rate each site against their criteria for rural affordable housing. SDC has now changed the process, and has asked the Parish Council to go through the sites with the Housing Association and draw up a short list, which SDC will then analyse. Members agreed that the Clerk should arrange a meeting with English Rural Housing Association in order to look at the sites.
- ii. The Clerk reported that an email had been received from Liz Crockford at SDC: "As you will be fully aware, rural exceptions site housing is a precious commodity! They total only 1% of the overall affordable housing stock in the District. They are permitted on an "exceptions" basis under Local Plan policy as a result of evidenced local housing need. They are secured via a planning agreement (S106) which specifies local connection criteria for future occupiers. As homes become available, it is imperative those with a strong local connection to the Parish are considered first and foremost.

“When new homes are first delivered, local knowledge and interest is high, so the allocation of homes to those with a strong local connection is straight forward. However as time passes and homes become available for re-let or re-sale, the very special rules relating to rural exception site homes can be forgotten or overlooked. The same is true if a tenant decides to apply for a mutual exchange. Different rules need to apply. We have therefore drawn up procedure for dealing with rural exceptions site housing vacancies. We have discussed this with the housing association partners, who are happy to adopt the procedure. The Parish Councils have an important role to play as well. In most cases it will reflect how you currently go about dealing with rural exception site housing vacancies.”

**20. Aviation:**

To hear report of the High Weald Councils Aviation Action Group

The Clerk reported that the last HWCAAG meeting was held on 2<sup>nd</sup> May and the next meeting, the AGM, will be held on Wednesday 30<sup>th</sup> May. Tom Tugendhat will attend this meeting. Cllr Stratton-Brown reported that the Noise Management Board is perceived as being useless and HWCAAG will make a decision at their next meeting whether or not to withdraw from the Board.

**21. Leigh Village Halls report**

None.

**22. Aged Persons Dwellings**

None.

**23. 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: SDC has awarded £40,000 to West Kent Mind supporting people who have problems hoarding and self-neglect.
- ii. Item 3: Sussex Safety Community Rail Partnership – details of the new Transport for South East strategy. The Vision of the strategy is: The South East is crucial to the UK economy and is the nation's major international gateway for people and businesses. We will grow the South East's economy by facilitating the development of a high quality, integrated transport system that makes our region more production and competitive, improves the quality of life for all and protects the environment, whilst ensuring value for money.
- iii. Items 4 and 10: Kent Police:
  - High Street, Leigh: on 26<sup>th</sup> March between 2:00am and 2:53am, a man, described as white, about 5ft 8in, with a bald head and a beard, broke into a residential property. He left when challenged by the resident.
  - Mill Stream Rise, Leigh: between 5:00pm on 29<sup>th</sup> March and 11:00am on 31<sup>st</sup> March, a residential property was broken into. An AEG washing machine and an AEG tumble drier were stolen.
  - Station Hill, Leigh: on 8<sup>th</sup> April between 9:30pm and 10:00pm, a vehicle parked in the road was broken into. A Honda 365 lawn mower, leaf blower and other items were stolen.
  - Peshurst Road, Leigh: between 9:00pm on 29<sup>th</sup> March and 8:00am on 30<sup>th</sup> March, a garage at a residential property was broken into. Padlock and chain, lawnmower and pressure washer stolen.
  - The Green Cottages, Leigh - between 9:00pm on 29<sup>th</sup> April and 3:30pm on 30<sup>th</sup> April, the number plates were stolen from a Hyundai I20 parked by the property.
- iv. Item 5: Email from a resident about the cutting down of daffodils in front of Porcupine House and in front of the fence from the church at South View.
- v. Item 6: Email from a resident about speed of vehicles in the High Street and Lower Green asking for a speed reduction to 20mph and a village gateway.
- vi. Item 7: Email from Roxanne Frost, the Lead youth worker for West Kent Communities, regarding youth work in the district. Clerk to discuss with David Bennie.
- vii. Item 11: KALC: details of the Councillors' Conference to be held on 10<sup>th</sup> July at West Faversham Community Centre from 9am to 4.30pm. Cost per attendee £60 + VAT.

**24. To discuss the Royal Wedding lunch event on 19<sup>th</sup> May 2018 including request for grant towards projector and screen**

Cllr Skipper reported that the plans are all in place but volunteers are needed to help on the day. The Clerk advised that the event organisers must ensure that they hire a manned inflatable or they take out specific inflatables insurance. Cllr Skipper undertook to relay this message.

**25. Finance:**

- i. To hear update regarding CIL income  
The Clerk reported that the Parish Council received £23,562.50 in May 2017. The payment received this May was £155.31. Clerk to ask for further details.
- ii. To approve membership renewal for KALC: £569.24 + VAT  
Cllr Britain proposed that this membership be renewed, seconded by Cllr Skipper and all were in favour.
- iii. To approval membership renewal for Local Councils Update: £75  
Cllr Stratton-Brown proposed that this membership be renewed, seconded by Cllr Britain and all were in favour.
- iv. To consider insurance renewal premium: £1,215.41  
The Clerk reported that this is year three of a three long term agreement. Members considered the cover and sums insured and were satisfied that the insurance provision is adequate. Clerk to add three defibrillators and one heritage phone box to the policy.
- v. To consider application for grant to Leigh PCC as contribution towards the Leigh Directory: £300  
Cllr Satterley proposed that this grant request be approved, seconded by Cllr Stratton-Brown and all were in favour.
- vi. To consider grant to South East Coast Ambulance Service First Responder Team  
Cllr Satterley proposed that a grant of £200 be approved, seconded by Cllr Johnston and all were in favour.
- vii. To consider application for grant for a Parish Archive Cupboard: £1,000  
The Clerk reported that Chris Rowley has asked for a grant of £1,000 towards the cost of installing an archive cupboard in the Large Village Hall. Their application for a grant of £250 to SDC has been refused. Members asked the Clerk to obtain a copy of the Historical Society's accounts and also a plan of where they hope to locate the cupboard in the hall. Item to be further considered next month.
- viii. To approve NALC National Salary Award for 2018-19 effective from 1<sup>st</sup> April 2018  
The Clerk reported that the NALC salary scales for 2018-19 have been released. The Clerk is on salary scale 25 which has been £11.660 but has now gone up to £12.012 per hour with effect from 1<sup>st</sup> April 2018. Cllr Britain proposed that this increase be approved, backdated to 1<sup>st</sup> April 2018, this was seconded by Cllr Stratton-Brown and all were in favour.
- ix. To approve list of payments  
Cllr Marchant proposed that the list of payments be approved. This was seconded by Cllr Johnston and all were in favour. Cllr Kaye and Cllr Britain to authorise online payments.
- x. Finance Committee  
The next Finance Committee meeting will be on Monday 21<sup>st</sup> May.

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

None.

The meeting closed at 10.10 pm.

Signed .....

Date .....

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

<b>Date</b>	<b>Payee</b>	<b>Detail of payment</b>	<b>Amount Inc. VAT</b>	<b>VAT</b>
09.04.18	Mr P. Croft	Mowing	£125.00	
14.05.18	Clerk	Salary	£721.19	
14.05.18	HMRC	PAYE	£0.00	
14.05.18	Clerk	Mileage, petty cash & work fm home allow	£172.85	
14.05.18	KCC	Pension contribution	£288.10	
14.05.18	Zurich Municipal	Insurance renewal	£1,215.41	
14.05.18	Kent Association of Local Councils	Subscription renewal	£683.09	
14.05.18	Knockout Print Services Ltd	Annual meeting boards	£60.00	£10.00
14.05.18	Communicorp	Local Councils Update subscription renewal	£75.00	
14.05.18	Teambase	Stationery	£46.80	£7.80
14.05.18	PCC of Leigh	Grant towards Leigh Directory	£300.00	
14.05.18	Royal British Legion	Grant towards projector for Village Halls	£412.06	
14.05.18	Mr P. Croft	Mowing	£250.00	
14.05.18	Tonbridge Comm First Responders	Grant	£200.00	
			<b><u>£4,549.50</u></b>	<b><u>£17.80</u></b>

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