

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH ANNUAL PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 13TH MAY 2019 AT 8.00PM

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

Closed Session:

1. a. Election of Chairman for year 2019/20

Cllr Marchant proposed that Cllr Kaye be elected as Chairman for the year 2019/20. This was seconded by Cllr Croft 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. To receive all members' Declarations of Acceptance of Office

All members signed their Declaration of Acceptance of Office, which was counter-signed by the Clerk.

3. To receive all members' completed DPI and NPI Forms

The Clerk received completed DPI and NPI forms which will be sent to the Monitoring Officer at SDC and will be posted on the Parish Council's website.

4. To receive members' completed Dispensation Request Forms regarding setting precept

All members completed their Dispensation Request Forms and handed to the Clerk.

The Closed Session was suspended for the Open Session.

Open Session

Report by County Cllr Lake

In the absence of County Cllr Lake, the Clerk reported that C.Cllr Lake has said that Kent Highways handled 9483 drainage enquiries last year and that 5000 gullies, lagoons and soak ways were repaired, which was a huge undertaking.

Report by District Cllr Osborne-Jackson

District Cllr Osborne-Jackson reported that he has taken over from Peter Lake as the District representative for Leigh and Chiddingstone Causeway. D.Cllr Osborne-Jackson commended Peter Lake on his excellent work whilst serving as District Councillor. D.Cllr Osborne-Jackson said that his manifesto states that he will protect the Green Belt, keep the community safe, enable housing for local people, lobby for better public transport and listen to his electors. He has a meeting in a couple of weeks with the Chief Executive of Southern Rail and will seek an improvement in performance levels. He also has meetings planned at KCC with regards to bus services. One local bus service was under threat, but D.Cllr Osborne-Jackson said that this service will now continue for at least one more year. Meetings will also be held at SDC in the next couple of weeks.

Questions from Members of the Public

1. Jane Steare asked for the Parish Council's support for the Leigh in Bloom initiative. As part of this, there are parts of the parish that need attention; some signs need cleaning, some weeds need pulling, the litter bins need some attention and maybe some bulbs could be planted.

This would come under the Horticultural Society, but a request might be made to the Parish Council for small amounts of funding, such as purchase of bulbs. Permission would be sought from the Parish Council and/or the Church before anything is done that would be a significant change.

2. Joyce Field said that the WI wants to put some planters at each end of the village, and the horse trough needs some care. Joyce offered to plant up the horse trough and water it over the summer. Members thanked Joyce and accepted her offer.
3. Joyce Field asked D.Cllr Osborne-Jackson whether the Leigh to Victoria train line will be re-instated? D.Cllr Osborne-Jackson said that he will take this up with Southern Rail.

Members of the public left the meeting at 8.25pm.

Closed Session

5. Election of Vice-Chairman for year 2019/20

Cllr Marchant proposed that Cllr Smith be elected as Vice-Chairman for the year 2019/20. This was seconded by Cllr Croft. There were no other nominations. Members unanimously voted to accept the proposal. Cllr Smith said that she is willing to stand and was duly elected. Cllr Smith signed her declaration of acceptance of office form.

6. **Apologies for absence** were received from Cllr Lake and members accepted his reason for absence. Apologies for absence were also received from County Cllr Lake.

7. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed

Cllr Croft declared a DPI in item 13 (i) and (iii) as he is a tenant for the applicant.

8. Appointment of Committees and representatives to other bodies

Finance Committee:	Cllr Kaye, Cllr Marchant, Cllr Britain.
Environment Committee:	Cllr Croft, Cllr Smith.
The Green:	Cllr Marchant, Cllr Smith, Cllr Britain, Cllr Croft.
Planning Committee:	Cllr Marchant (Chairman), Cllr Skipper, Cllr Smith, Cllr Satterley.
ROW Committee:	Cllr Kaye (Chairman), members of public.
Affordable Housing Committee:	Cllr Kaye, Cllr Smith, Cllr Croft, Cllr Britain, Cllr Satterley.
Aviation Working Party:	Cllr Smith, Cllr Britain, Cllr Skipper.
HWCAAG:	Cllr Smith, Cllr Britain, Cllr Skipper.
Leigh United Charities:	Brian Ball.
Leigh Village Halls Man.Committee:	Cllr Satterley.
Tree Warden:	Cllr Smith.
Pond Warden:	Cllr Skipper.
Countryside Access Wardens:	Cllr Kaye, Jonathan Cook, Joe Staffurth, Rachel Valentine
CPRE:	Cllr Smith.
KALC Sevenoaks branch:	All members.

Cllr Smith proposed that the above be approved, this was seconded by Cllr Satterley and all were in favour.

9. To confirm that the Parish Council is eligible to use the General Power of Competence

The Clerk said 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 be 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. Members agreed that the Parish Council is eligible and resolved to use the General Power of Competence.

10. To review the following policies and procedures:

- i. Leigh Code of Conduct
- ii. Social Media Policy
- iii. Procedure for Handling Complaints
- iv. Procedure for Handling Anonymous Letters

Members reviewed the above policies and procedures and confirmed that they are still current and fit for purpose. Cllr Britain proposed that they be approved, this was seconded by Cllr Satterley and all were in favour. The Clerk reported that she has drafted a Press & Media policy for review at the June Parish Council meeting.

11. The minutes of the Leigh Parish Council Meeting held on 1st April 2019 were approved and duly signed. Proposed by Cllr Skipper, seconded by Cllr Croft, and all were in favour.

12. To discuss the Annual Parish Meeting to be held on Monday 20th May 2019

Members discussed and agreed arrangements for the Annual Parish Meeting.

13. Planning

i. To consider applications received

- i. SE/19/00942/LBCALT: Hall Place, Penshurst Road, Leigh TN11 8HH - reinstatement of the external wall, immediate remedial internal works and the cleaning of the external walls to the main house. Members supported this application.
- ii. SE/19/01027/FUL: Meadow Bungalow, Powder Mill Lane, Leigh TN11 9AS - demolition of existing detached timber bungalow and garage/outbuilding; construction of replacement single storey dwelling with basement and outbuilding. Cllr Marchant undertook to compare this application to the application for permitted development and report back to the Parish Council.
- iii. SE/19/01076/FUL and SE/19/01077/LBCALT: Hall Place, Penshurst Road, Leigh TN11 8HH - re-building of existing boat house following roof collapse. Members had no objection to this application as it satisfies planning policy.

ii. To report planning applications going to appeal

APP/G2245/W/18/3218159 and APP/G2245/C/18/3218161 Manor Buildings, Powder Mill Lane, Leigh TN11 9AS – portacabin unit. The Clerk reported that these are linked appeals and refer to planning application SE/18/02782/FUL which was refused by SDC. The Parish Council's comments were: "Leigh Parish Council objects to this application as members do not support this retrospective application for a portacabin as an office facility on this site, as the site usage is for the storage of vehicles only and therefore an office is not required." The Clerk reported that she has submitted a comment on the linked appeals stating: "By email dated 25th September 2018, Leigh Parish Council commented on and opposed the original planning application. Members continue to oppose the application and this subsequent appeal on these grounds, and support Sevenoaks District Council's refusal on the grounds of inappropriate development in the Green Belt, failure to comply with the National Planning Policy Framework and that very special circumstances do not exist. We would urge the Planning Inspectorate to do likewise."

iii. To report SDC planning application decisions

- SE/19/00354/HOUSE: Hale Oak Barn, Hale Oak Road, Sevenoaks Weald - installation of sixteen 1m x 1.7m solar panels on south east roof slope of single storey barn. Application approved.
- SE/19/00197/HOUSE: 1 Hunter Seal, Leigh - proposed conversion of existing garage to form a utility room and construction of a replacement garage to front/side of existing house.

Application refused. Reason: The proposed garage, due to its positioning, would result in a dominant and intrusive feature in the street scene which would not be in keeping with the character and appearance of the area. As such the proposal is not in accordance with The Sevenoaks Residential Extensions (SPD), Policy EN1 of the ADMP and SP1 of the Core Strategy.

iv. To report Appeal decisions

- Appeal A Ref: APP/G2245/W/18/3207139 Chessenden, Greenview Avenue, Leigh, Tonbridge TN11 8QT. The application ref SE/18/00179/FUL, dated 15 January 2018, was refused by notice dated 13 March 2018. The development proposed was demolition of existing garage and shed to facilitate the erection of a new dwelling house.
- Appeal B Ref: APP/G2245/W/18/3212422 Chessenden, Greenview Avenue, Leigh, Tonbridge TN11 8QT. The application ref SE/18/01812/FUL, dated 7 June 2018, was refused by notice dated 1 August 2018. The development proposed was demolition of existing garage and shed to facilitate the erection of a new bungalow with pitched roof and roof lights.

Both these appeals have been dismissed. The inspector said: "I find that the adverse impacts of the proposed development would significantly and demonstrably outweigh the benefits when assessed against the Framework, when taken as a whole."

The development proposals in both appeals would demolish the shed and garage which are in poor condition and sub divide Chessenden's rear garden. Appeal A proposed a three-bedroom detached dwelling which would be two storeys in height, with a half-hipped roof, incorporating dormer windows on both roof slopes. Appeal B proposed a two-bedroom, detached bungalow with a pitched roof with rooflights. In both appeals the front elevation of the proposed dwelling would be set back from The Green Lane and off-street parking for two vehicles would be located to the front of the property. The materials to be used in both appeals would be similar to those found in the surrounding area.

v. To discuss SDC's Draft Local Plan

The Clerk reported that on Tuesday 30th April 2019, SDC, in accordance with Regulation 22 of The Town and Country Planning (Local Planning) (England) Regulations 2012, submitted its Local Plan to the Planning Inspectorate. The Planning Inspectorate is appointed on behalf of the Secretary of State to examine a Local Plan and will determine whether it is sound and legally compliant. SDC submitted the Local Plan along with its evidence base and other relevant documents. This includes the responses received through all stages of public consultation that have been undertaken when preparing the plan. All submission documents are available to view on the SDC's website www.sevenoaks.gov.uk/localplanexamination.

vi. Planning Training Event

The Clerk reported that she has asked SDC to hold a planning event for Town and Parish Councils and this has been agreed, date to be advised.

14. The Green:

i. To discuss the refurbishment of the litter bins on The Green

Cllr Marchant reported that he has made contact with a company who will come and look at the bins and provide a price, which will depend upon the size and weight of the bins.

ii. To discuss the care and watering of plants in the horse trough on The Green

See Open Session above.

iii. Maintenance of the area under the Veteran Oak Tree

The Clerk reported that a resident has said that she will cut the grass under the oak tree, and has objected to the mulch application. Members said that the resident must not cut the grass under the tree and that mulching will be essential for the tree's health. Clerk to contact RWE Rural Services in this regard.

iv. Car parking on The Green at school pick-up time

It was reported that cars regularly park on The Green in the afternoons. Clerk to write to the school and ask them to remind parents that this is prohibited.

v. Parking of the Fish & Chip van

Members discussed the position that the fish and chip van parks in Leigh.

The van must not be parked on The Green, and members suggested that it is either parked outside Jessica's Hall or on Powdermill Lane. Clerk to make contact.

15. Charcott:

Cllr Marchant said that he will prepare a quote for the repair/replacement of the oak posts around Charcott Green for discussion next month.

16. Powder Mills

None.

17. Highways & Environment

i. To discuss the hedge at Well Close

The Clerk reported that she spoke to the residents who are most affected by this proposal, whose garden is immediately adjacent to the hedge, to tell them that the works to the hedge had been postponed. They were very cross about the delay. Mike Paynton at KCC Highways has said that he will ensure that budget is available in the autumn for this work.

ii. To discuss the Leigh Expansion and Hildenborough Embankment Project

The Clerk reported that she mentioned in the parish magazine that the Parish Council is collating questions for the Environment Agency. One question was received and this was: "Our concern is that severely raising water levels behind a new higher barrier will affect the water table in our village. We have a ditch behind our property that in times of heavy rain overflows down our neighbours drive and into the road. The problem was so bad that two years ago the Highways Department put a drain outside the drive entrance. This surface water now feeds into the main drain that crosses the Village Green from Powdermill Lane towards Wells Close. If the water table does rise sufficiently to saturate this main surface water drain (that runs across the centre of our village) then major parts of our village would flood. We want to know that The Environment Agency has considered the possibility of this drain failing should it be unable to empty in the normal way. We want their assurance that this can't and won't happen? Since the flooding of Tonbridge in 2013 new development has been allowed on the flood plain in Tonbridge. The wisdom of this is controversial but the assumption is that planners and developers have made proper provision to prevent damage to these new residential homes. Buyers of older homes in areas of Tonbridge have bought their property in the full knowledge of flooding risk. Our village has had no such flood risk, in 60 years. Our house insurance policies reflect that there has and will not be such risk so it would be extremely unfair if such a project put our village and it's residents in jeopardy." Clerk to send this question to the Environment Agency.

iii. To discuss quote for work to Lime tree in the Old Burial Ground

The Clerk reported that she asked The Original Tree Surgeons to have another look at all the trees in the Old Burial Ground after one recently fell in high winds. He has recommended that the main stems need coppicing back to the stool on a Lime tree. Price: £450 + VAT. The Clerk has applied for approval for the work from SDC as this is within the Conservation Area and, in addition, a lot of trees in the Old Burial Ground have TPOs. Members approved this expenditure.

iv. Highway Issues

The Clerk reported that she met with Highways officers on Wednesday last week and updated members as follows:

- i. Coppings Road drainage – camera inspections show that the drains are clear at the moment. Cllr Marchant reported that the plastic pipe to the drain has still not been set properly. Clerk to chase.
- ii. Coppings Road - large vehicle pushing vegetation into ditches. It was agreed that the Clerk should meet the Highways Steward and show him the damage to the verges.
- iii. Compasses Road – planings will be laid to side of road, job raised should be this week.
- iv. Tonbridge Road, Knotley Hall to Compasses – areas already marked and job raised.
- v. Well Close hedge – budget earmarked for work in autumn.
- vi. Laundry Corner road surface – agreed work required, this will be programmed. Anti-skid surface no longer used so any patching will be done with regular tarmac.
- vii. Laundry Cottage chevrons – looking ok at the moment.

- viii. High Street drains/gullies – 18 drains are blocked and have been marked. Will be done soon.
 - ix. Ensfield Road gullies – were cleared last week.
 - x. Bid bridge chevron warning sign – in the Highway Steward’s car, will be re-fixed soon.
 - xi. White line at entrance to The Coach House adjacent to the school – refused.
 - xii. Bellway signs at the end of Rings Hill need removing. Clerk to log on the system.
- v. To hear update regarding the Leigh in Bloom initiative
See Open Session above. Clerk to ask the organisers to ensure that the Parish Council is asked before any planting is done, and maybe a walkabout with members of the Parish Council would be a good idea. The initiative will come under the Horticultural Society umbrella.

18. Rights of Way

Cllr Croft undertook to look at the footpath over the Charcott aerodrome field and ensure that the vegetation is not growing over the path.

19. To discuss the possible refurbishment of the Leigh Cricket Pavilion

Cllr Skipper reported that the Cricket Club is investigating funding opportunities.

20. Affordable Housing

The Clerk updated the Parish Council with the current situation regarding the site search.

21. Aviation

The Clerk reported that the last HWCAAG meeting was due to be held on 30th April but was postponed. The Noise Management Board meeting held on 8th May ended without agreement and the NMB is now disbanded. There were two votes: (i) an amendment to the sub-committee’s proposals that would have increased CNG representation to 2. That was defeated 7 to 4. (ii) to approve the sub-committee’s proposals. That was supported 8 to 4 but therefore failed to reach the required 75% majority. DfT supported the motion. GAL tried to argue that only a straight majority was necessary but eventually backed away from that position. The CNGs proposed continued dialogue between the key stakeholders to see whether an acceptable consensus could be reached but GAL were unwilling to agree to that. The Chairman, Bo Redeborn, therefore closed the meeting with the understanding that the current NMB was over and that proposals for any new one would be a matter for GAL. Charles Lloyd has said that his expectation is that GAL will propose a new NMB on the basis of the sub-committee’s proposals either giving the CNGs a take it or leave it option or exclude them altogether. Members agreed to see how the situation develops.

22. Aged Persons Dwellings

Cllr Marchant and Cllr Croft undertook to inspect the path at No.2 The Bungalows and consider the work to lay resin at the joints where there is a slight gap.

23. To discuss the Family Fun play events on The Green 2019

The Clerk reported that as Play Place Innov8 is no longer able to provide play sessions for parishes that book less than four sessions over the summer, SDC has been working with parishes in order to provide additional entertainment at the free SDC events. A meeting to discuss this will be on Wednesday 15th May. This year, Penshurst Parish Council has offered to contribute some funding towards the Leigh event. The Clerk reported that the Easter holidays event was held on Thursday 11th April from 10am to 2pm in Jessica’s Hall. The Clerk has not yet heard what the turnout was this year. The summer holidays event will be held on Friday 23rd August from 10am to 2pm on The Green.

24. 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 3: KALC Training events:
 - 1st June - Post Election Dynamic Councillor, Lenham Community Centre (morning)
 - 22nd June – Social Media & Communications event, Langton Green Village Hall
 - 18th July - Councillors’ Conference, Ditton Community Centre

17th September - Clerks' Conference, West Faversham Community Centre
24th September - Post Election Dynamic Councillor, Sevenoaks Town Council (evening)
12th October - Finance Conference, Herne Centre
26th October – Transport Conference, more details to follow
9th November - Post Election Dynamic Councillor, Kings Hill Com. Centre (afternoon)
12th November - Post Election Dynamic Councillor, Langton Green (evening)

- ii. Item 4: SDC News Release: The new Sevenoaks Town (formerly Buckhurst 2) Car Park opened on 8th April 2019, bringing 480 much needed, long-stay parking spaces to the town. The multi-decked long-stay car park offers 5 hour and all-day parking Monday to Friday, and hourly and all-day parking available on Saturdays. Charges apply 8.30am to 8.30pm Monday to Saturday with Sundays, bank and public holidays free of charge.
- iii. Item 5: KCC: Parish Bus Shelter grant application scheme open for the 2019/20 financial year. Closing date for applications and all supporting information is noon on Friday 12th July 2019.
- iv. Item 6: Newsletter from Kent's Police and Crime Commissioner, Matthew Scott:
- Investment will see 180 more Police Officers recruited to Kent Police in 2019/20. This means that since Matthew was elected, there will be 450 more Police Officers. Officers will be focused on visible patrols, community Policing and investigations. Join now at www.kent.police.uk/jobs
 - At the Violence Reduction Summit, Home Office Minister Victoria Atkins announced a new funding package which would see investment from the Kent PCC's office and the Home Office worth £800,000 over three years to tackle county lines. There will be dedicated workers engaging with young people at risk of getting involved in county lines.
 - Thanks to lobbying by the Police and Crime Commissioner, and support from most of Kent's MPs, Kent Police has secured the first tranche of funding to pay for contingency planning in advance of Britain leaving the EU. £850,000 has already been paid, with more to follow. In 2015, Kent council tax payers were left with the bill for Operation Stack – this agreement means that this won't be the case whatever happens after Brexit. It has rightly been acknowledged as a national, not Kent issue.
 - Matthew Scott has helped fund the return of Police cadets in Kent. This scheme for 13-17 year olds has resulted in positive engagement with policing and the local community.
- v. Item 7: Update from PCSO Joe Cain – “As the weather is improving and the evenings are getting longer, I would like to talk about the possibility of a slight rise in anti-social behaviour. As the PCSO for your area I spend as much time as possible talking to, and getting to know the young people. If I believe there is an ongoing problem, which may have come to light after similar reports from different residents, then we will start planning "nights of action" in that particular area. We are very happy to say only 1 or 2 of the villages have needed such action.”
- vi. Item 8: SDC: “The Licensing Act 2003 regulates the provision of sale of alcohol, provision of regulated entertainment and provision of late night refreshment in England and Wales. The Act makes local authorities responsible for licensing premises that are used for these activities within their area. It also requires each local authority to adopt and publish a ‘Statement of Licensing Policy’ at least every five years. The purpose of the Policy is to set out the principles the local authority will apply when carrying out its role under the Act. SDC is consulting on an amendment to the current policy which is force to 6th January 2021. (A fuller review will take place in 2020). The amendment is to add a new section relating to outdoor events. Comments on the proposed amendment to Policy, must be received by 26th May 2019, and emailed to licensing@sevenoaks.gov.uk.” Members supported the proposed changes to policy, which are as follows:

Outdoor Events

- 20.1 The general terminal hour for all licensable activities shall be 23:00 at outdoor events;
- 20.2 Organisers/applicants shall demonstrate that they have the required permissions in place to use the land (whether private land or on Council owned land);
- 20.3 Organisers/applicants shall demonstrate that they have arrangements in place to ensure the site is properly checked and certified (for example, if water supplies or electrics need to be safety checked); and

20.4 Organisers/applicants using Council owned land will demonstrate that they have notified and where necessary sought authorisation/advice from the relevant Council departments (for example Parks and Open Spaces, Highways etc.).

vii. Item 9: Sevenoaks District Community Safety Partnership (CSP) started its new 2019-2020 Community Safety Strategy and Action Plan in April 2019, following a Strategic Assessment undertaken during the winter of 2018, and has identified 7 priorities for the Partnership to tackle. The priorities, in no particular order, are:

- Domestic Abuse
- Serious and Acquisitive Crime including Organised Crime Groups, Emerging Trends and County Lines
- Anti-Social Behaviour including Environmental Crime
- Safeguarding (including Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Substance Misuse
- Doorstep Crime including Scams and Cyber Crime
- Road Safety

Although the Partnership's main focus will be the 7 priorities, it will continue to monitor and plan for trends in crime and other community safety issues and address them through the CSU daily briefings and other tasking arrangements in order to reduce recorded crime.

viii. Item 10: Kent Tree and Pond Partnership: Events to which any Parish nominees are freely invited. There is more information about other activities on their website. Specific Tree Walks can be organised in our own village or town this summer.

Training for Tree Wardens

- Woodland Ecology walk - Considering the management requirements to restore this planted ancient woodland site: Dene Park near Tonbridge, Saturday 25th May, 2 - 4 pm
- TPOs - a Tree Wardens View - Ditton Community Hall, Saturday 1st June, 9:30 - 2 pm.

Training for Pond Wardens

This month as our first priority we have a range of Great Crested Newt surveying events running in the evenings, partly weather dependent.

ix. Item 11: High Weald AONB Unit: How can the High Weald AONB Partnership help your Parish? Event on Tuesday 2nd July 2019, 4pm to 6.30pm at the Crowborough Community Centre. This year marks the launch of the High Weald AONB Management Plan 2019-2024; the 70th anniversary of the legislation that created National Parks and Areas of Outstanding Natural Beauty; and the High Weald AONB Partnership's 30th anniversary. To celebrate they are offering the 100 parish and town councils in the area an opportunity to meet the AONB Partnership's staff team; find out about their work with parish councils, residents, land managers and schools; and discuss joint working.

x. Item 12: Invitation to the Leigh Village Halls Management Committee AGM to be held on Tuesday 28th May at 8pm in the Leigh Small Village Hall.

xi. Item 13: Wheels 2 Work: 'Free 2 Wheel' offers free moped training taster sessions for anyone 15yrs upwards, under the guidance of qualified instructors, in a safe environment. More information and advance booking of time slots can be found at: www.w2wkent.co.uk/event/110519.

xii. Item 14: Invitation to the Community Led Housing and Self Building Conference on Tuesday 18th June 9:30am - 5pm at The Ark, Noahs Ark Rd, Dover, CT17 0DD. Free of charge.

xiii. Item 15: Kent Highways: Managing requests for changes to the highway: "We want communities to have a greater voice in prioritising the road safety measures we need to take and to be more responsive to community needs. At the same time, we need to balance requests with the money we have available to spend, making sure our investment has the most impact in making roads safer for all users. Local communities are best-placed to tell us about the road safety issues in their areas and, through the collaboration between local members and parish and town councils, this can provide us with a clear view about the local priorities we should be addressing.

Managing requests for improvements and changes

To help us improve the way we manage requests for these types of changes and improvements, we ask members of the public to contact their parish or town council. This will enable us to assist parishes and communities with their requests in a more proactive and programmed way. Parish

and town councils know their local area well and it is this knowledge that can help us focus our efforts and finite funding on improvements or changes that have the greatest priority. It also gives parish and town councils a more effective way of spending their money to solve local issues.

Highways Improvement Plan

We would encourage parish and town councils, working with their local KCC Members, to develop a Highways Improvement Plan for their areas. The plan gives parish and town councils the opportunity to decide which community priorities they want to take forward. Given the finite KCC highways budget, not all priorities are likely to be funded. However, the Kent Highways team can discuss the problems and provide technical advice for the best way to deliver improvements and provide estimates for the costs. Using this information, parish and town councils can determine whether they can provide funding for these priorities and, working with Kent Highways, deliver them.

Members of the public wanting to make a request for lower road speeds or other road safety improvements are asked to take the following steps:

1. Check the crash data of the site where the improvements are wanted
2. Contact their local parish/town council with the crash data or other evidence for the request, who would then contact the KCC member for further collaboration

Benefits

- Communities not only have a voice on the road safety improvements that are delivered in their areas, but they also have control over determining these and taking them forward
- There is greater transparency of road safety improvements in local areas through local Highways Improvement Plans
- Highways, members and parish/town councils have a more productive relationship
- Highways staff have more time to work proactively with local communities in delivering these improvements.”

25. To discuss the Rural Swathe and Visibility Cutting Contract 2019

The Clerk reported that the first cut of the rural swathe and visibility areas will be done shortly. The contractor cuts 260km which takes 80 hours. The contract last year cost £2,600 + VAT for each cut. This is divided by the four parishes. The funding from KCC last year was £3725.59. This year, the contribution from KCC will be £4301.50. This includes £323.23 that goes to Penshurst Parish Council for hedge cutting. Net amount therefore £3,978.27. Members agreed the timescale of the first cut, and agreed that the roads are much safer and more attractive after cutting the swathe.

26. Finance:

i. To hear report of the 2018-19 Year End Accounts

The Clerk reported that the year end accounts have been done and the accounts and all the files are with the Internal Auditor. The accounts and annual audit return will be approved at the June Parish Council meeting.

ii. To approve membership renewal for KALC: £601.14 + VAT (last year £569.24 + VAT)

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

iii. To discuss quotes for insurance policy renewal

The Clerk reported that two quotes were received and the best value quote is from Came & Company: 1 year: £1,099.80. 3 year long term undertaking: £1,044.81. Cllr Satterley proposed that a 3 year long term undertaking is approved at £1,044.81 plus a £50 administration fee. Total cost for the first year is £1,094.81. This was seconded by Cllr Marchant and all were in favour.

iv. VAT

The Clerk reported that the VAT return for 2018-19 was submitted and a payment of £4,391.17 has been received.

v. To approve list of payments

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

27. Items for reporting or inclusion in future agenda

None.

The meeting closed at 10.00pm.

Signed

Date

**LEIGH PARISH COUNCIL
LIST OF PAYMENTS
May 2019**

Date	Payment Number	Payee	Detail of payment	Amount Inc. VAT	VAT
13.15.19	121	Clerk	Salary	£797.12	
13.15.19	122	HMRC	PAYE	£318.11	
13.15.19	123	Clerk	Mileage, petty cash & work fm home allow	£347.73	
13.15.19	124	KCC	Pension contribution	£321.44	
13.15.19	125	KALC	Subscription renewal (last year: £569.24 + VAT)	£721.37	£120.23
13.15.19	126	N Davies (Weldone)	Chain link at veteran oak	£55.00	
13.15.19	127	Knockout Print	APM advertising boards	£60.00	£10.00
13.05.19	128	Peter Croft	Mowing	£300.00	
13.05.19	129	Royal British Legion	Gift Community Award	£31.00	
13.05.19	130	Came & Company	Insurance Premium (yr 1 of 3 yr undertaking)	£1,094.81	
13.05.19	131	Peter Croft	Mowing	£300.00	
				£4,346.58	£130.23